User manual

for accommodation application in Matrix

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- Area introduction

- Visitor area
  - Accommodation list
  - Add accommodation
  - Updating request (online form)

- Administrator area
  - Admin list
  - Edit interface

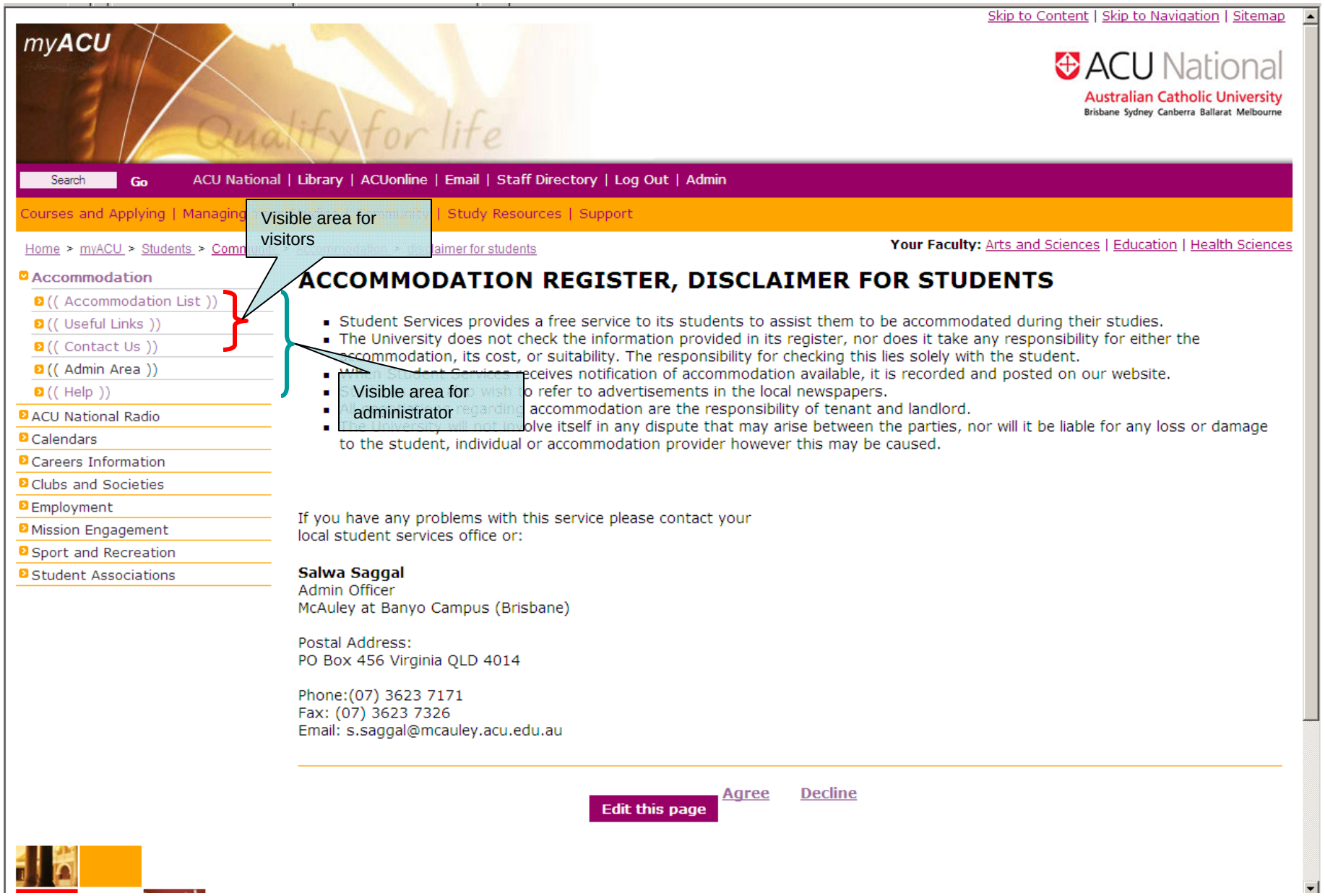
How it works

- Add accommodation
- Update accommodation, including future archiving
- Un-archive an archived accommodation

More help

- Map info doesn't show up correctly
- Need to change campus category (not campus map information)
- Cannot update some information
- Need to delete information permanently

Area introduction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The University does not check the information provided in its register, nor does it take any responsibility for either the accommodation, its cost, or suitability. The responsibility for checking this lies solely with the student.
to refer to advertisements in the local newspapers.
accommodation are the responsibility of tenant and landlord.
to the student, individual or accommodation provider however this may be caused.
If you have any problems with this service please contact your local student services office or:
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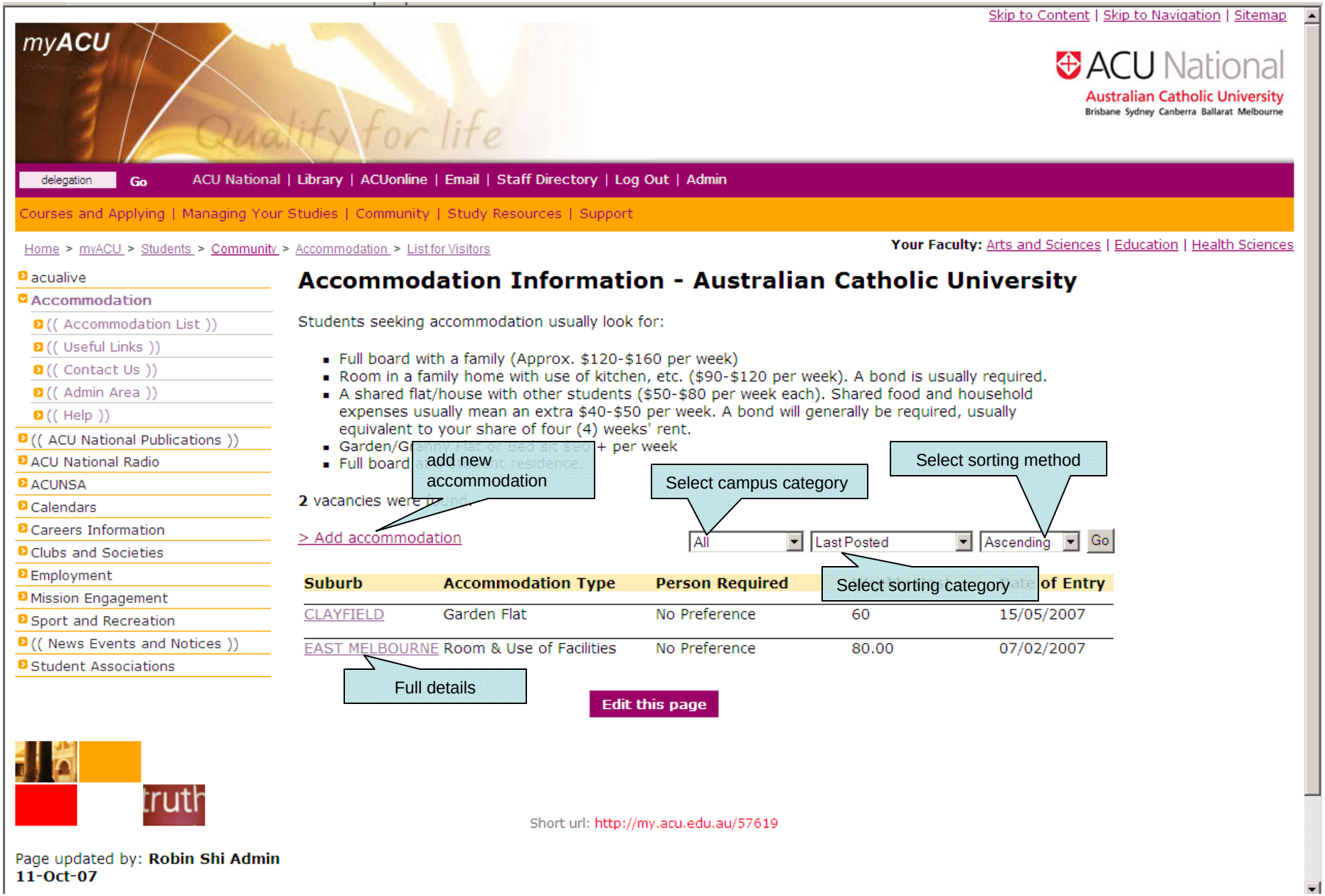
Visitor area > Accommodation list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Accommodation Information - Australian Catholic University
Students seeking accommodation usually look for:
Full board with a family (Approx. $120-$160 per week)
Room in a family home with use of kitchen, etc. ($90-$120 per week). A bond is usually required.
A shared flat/house with other students ($50-$80 per week each). Shared food and household expenses usually mean an extra $40-$50 per week. A bond will generally be required, usually equivalent to your share of four (4) weeks' rent.
Garden/Granny Flat or Bed Sit $90+ per week
Full board
2 vacancies were
add new accommodation
> Add accommodation
Select campus category
Select sorting method
All
Last Posted
Ascending
Go
Select sorting category
Suburb
Accommodation Type
Person Required
of Entry
CLAYFIELD
Garden Flat
No Preference
60
15/05/2007
EAST MELBOURNE
Room & Use of Facilities
No Preference
80.00
07/02/2007
Full details
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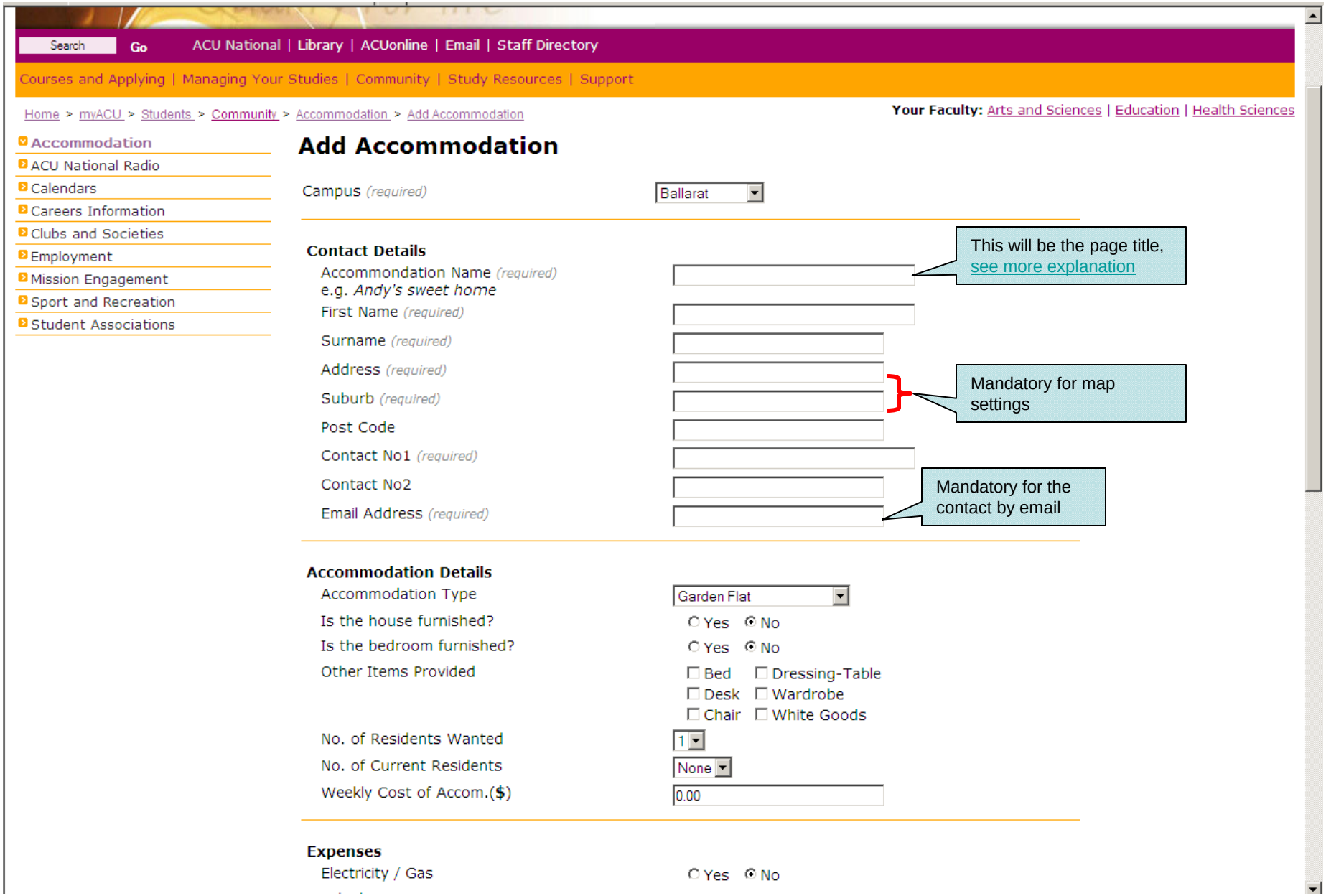
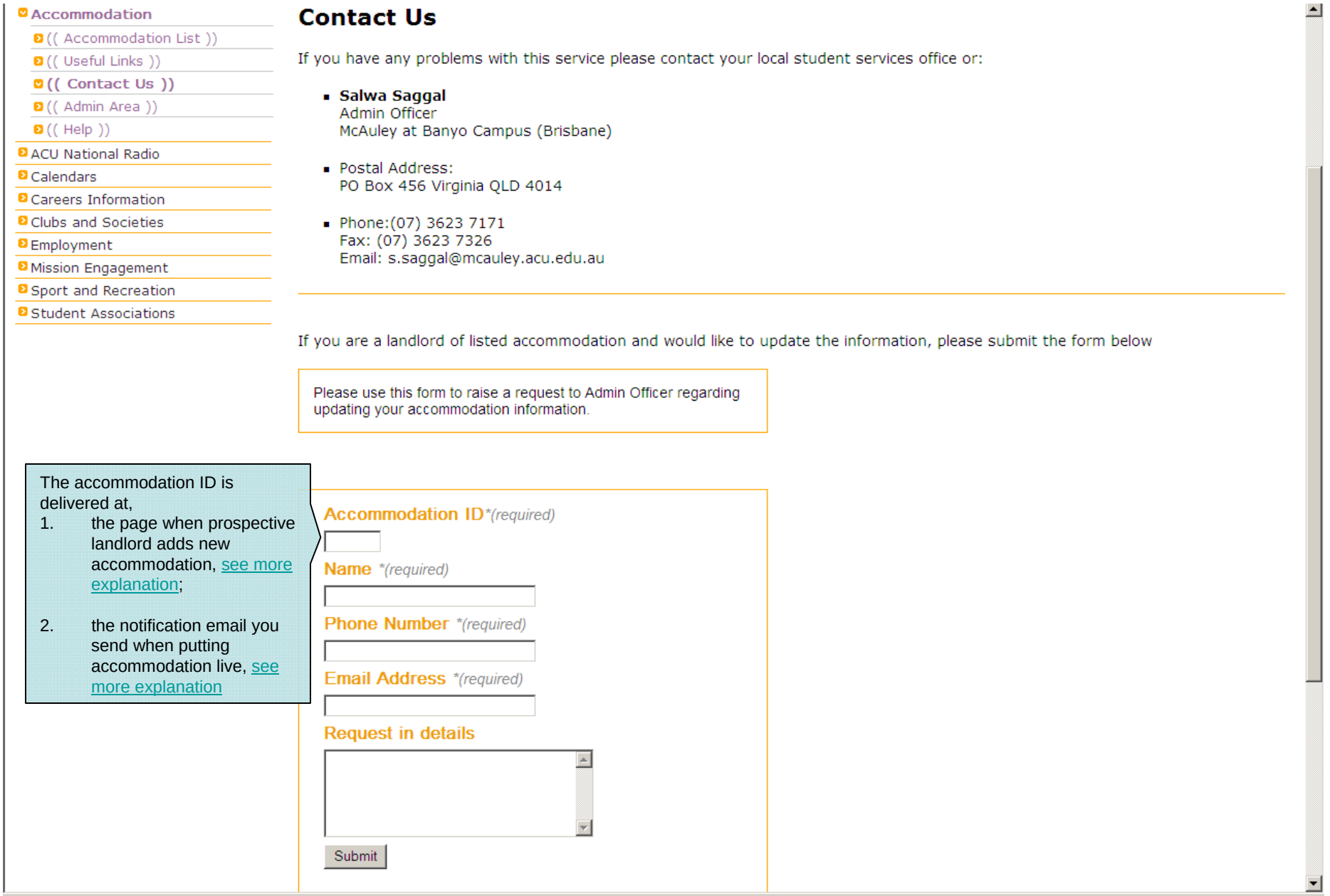
Visitor area > Add accommodation

Similar to old accommodation application, differences are marked below



Visitor area > Updating request (online form)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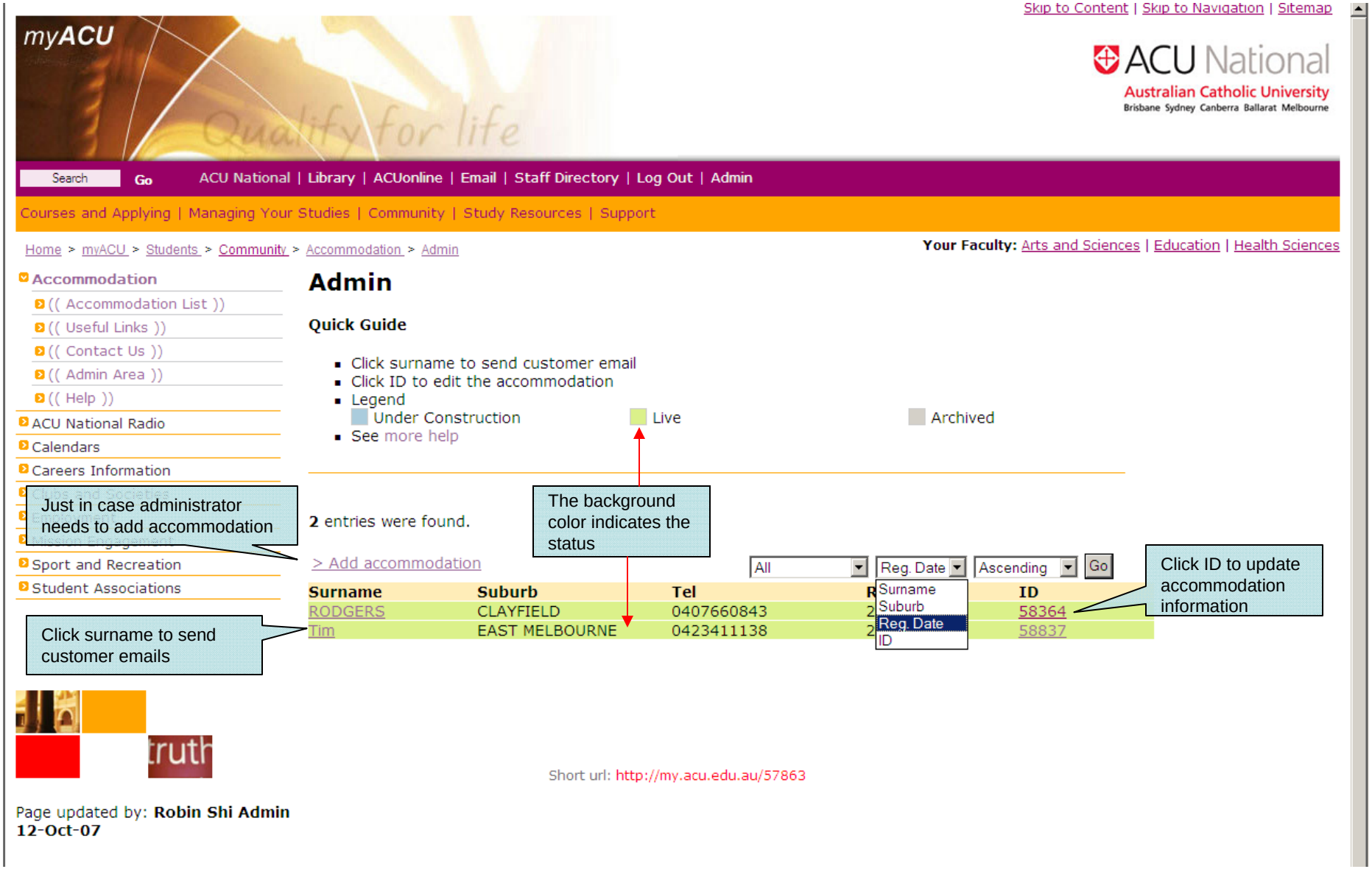
Phone:(07) 3623 7171
Fax: (07) 3623 7326
Email: s.saggal@mcauley.acu.edu.au
If you are a landlord of listed accommodation and would like to update the information, please submit the form below
Please use this form to raise a request to Admin Officer regarding updating your accommodation information.
Accommodation ID*(required)
Name *(required)
Phone Number *(required)
Email Address *(required)
Request in details
Submit

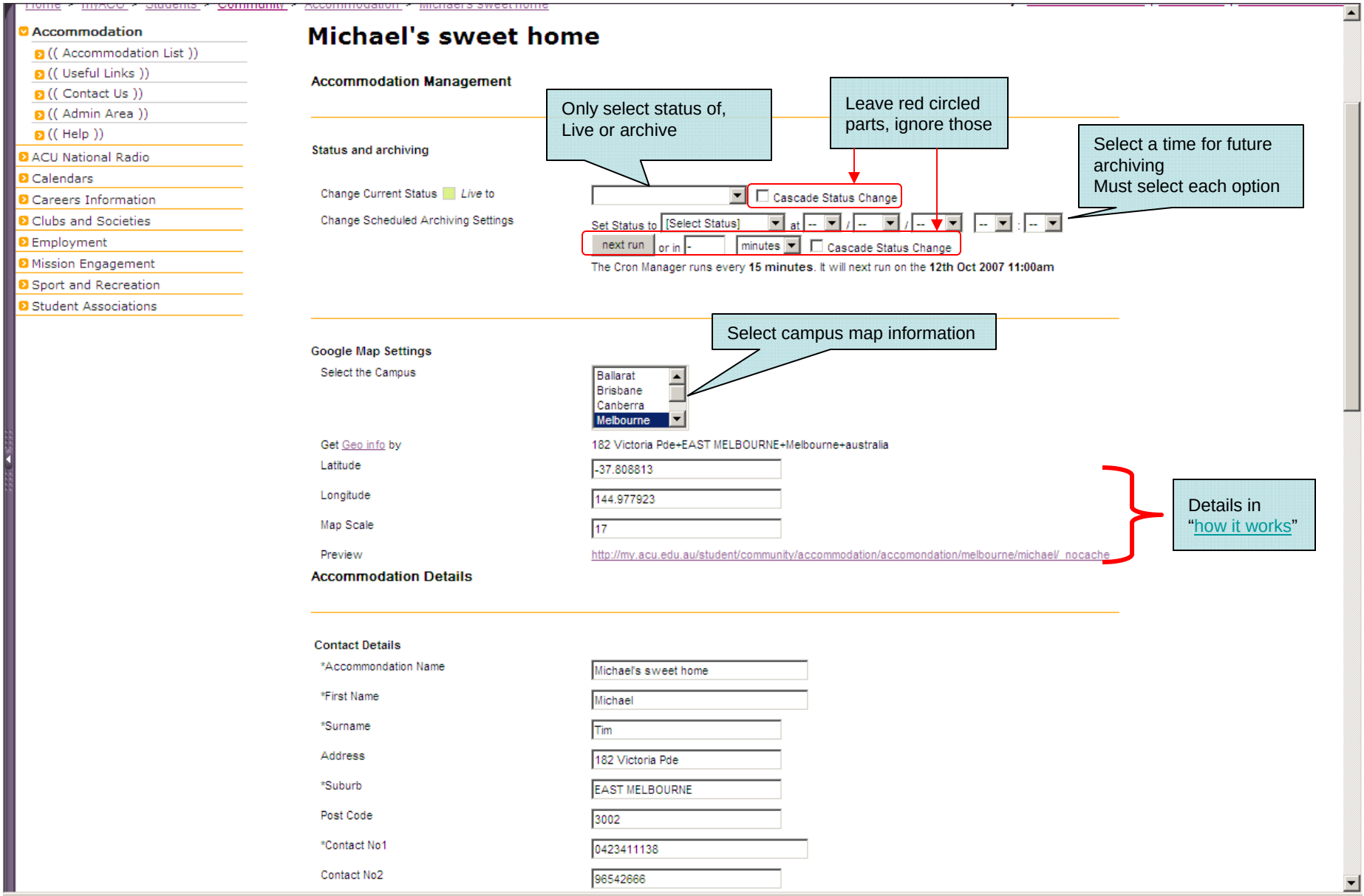
The accommodation ID is delivered at,

1. the page when prospective landlord adds new accommodation, see more explanation;
2. the notification email you send when putting accommodation live, see more explanation

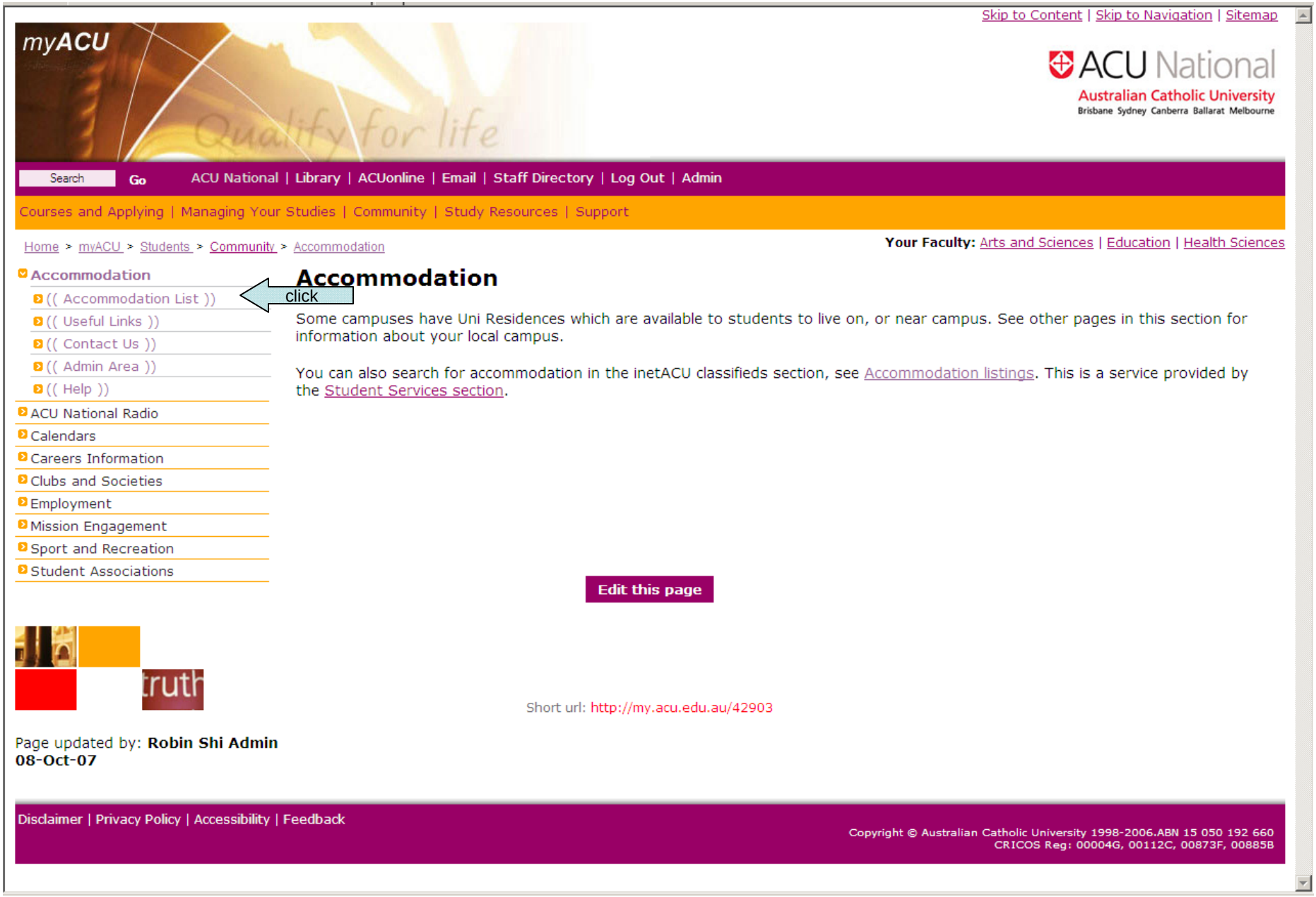
Administrator area > Admin list



Administrator area > Edit interface



How it works > Add accommodation (for landlord)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click
Accommodation
Some campuses have Uni Residences which are available to students to live on, or near campus. See other pages in this section for information about your local campus.
You can also search for accommodation in the inetACU classifieds section, see Accommodation listings. This is a service provided by the Student Services section.
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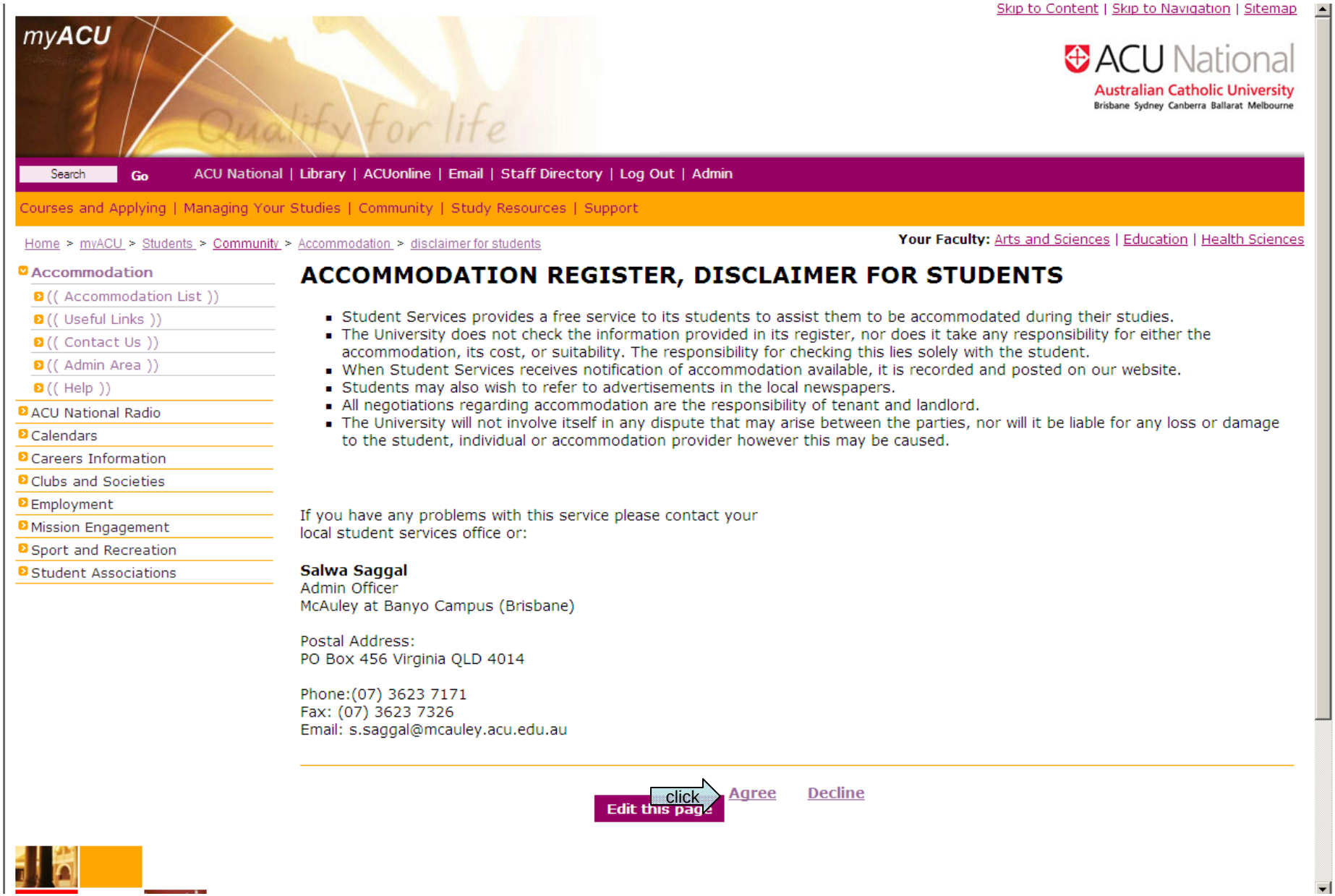
How it works > Add accommodation (for landlord)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When Student Services receives notification of accommodation available, it is recorded and posted on our website.
Students may also wish to refer to advertisements in the local newspapers.
All negotiations regarding accommodation are the responsibility of tenant and landlord.
The University will not involve itself in any dispute that may arise between the parties, nor will it be liable for any loss or damage to the student, individual or accommodation provider however this may be caused.
If you have any problems with this service please contact your local student services office or:
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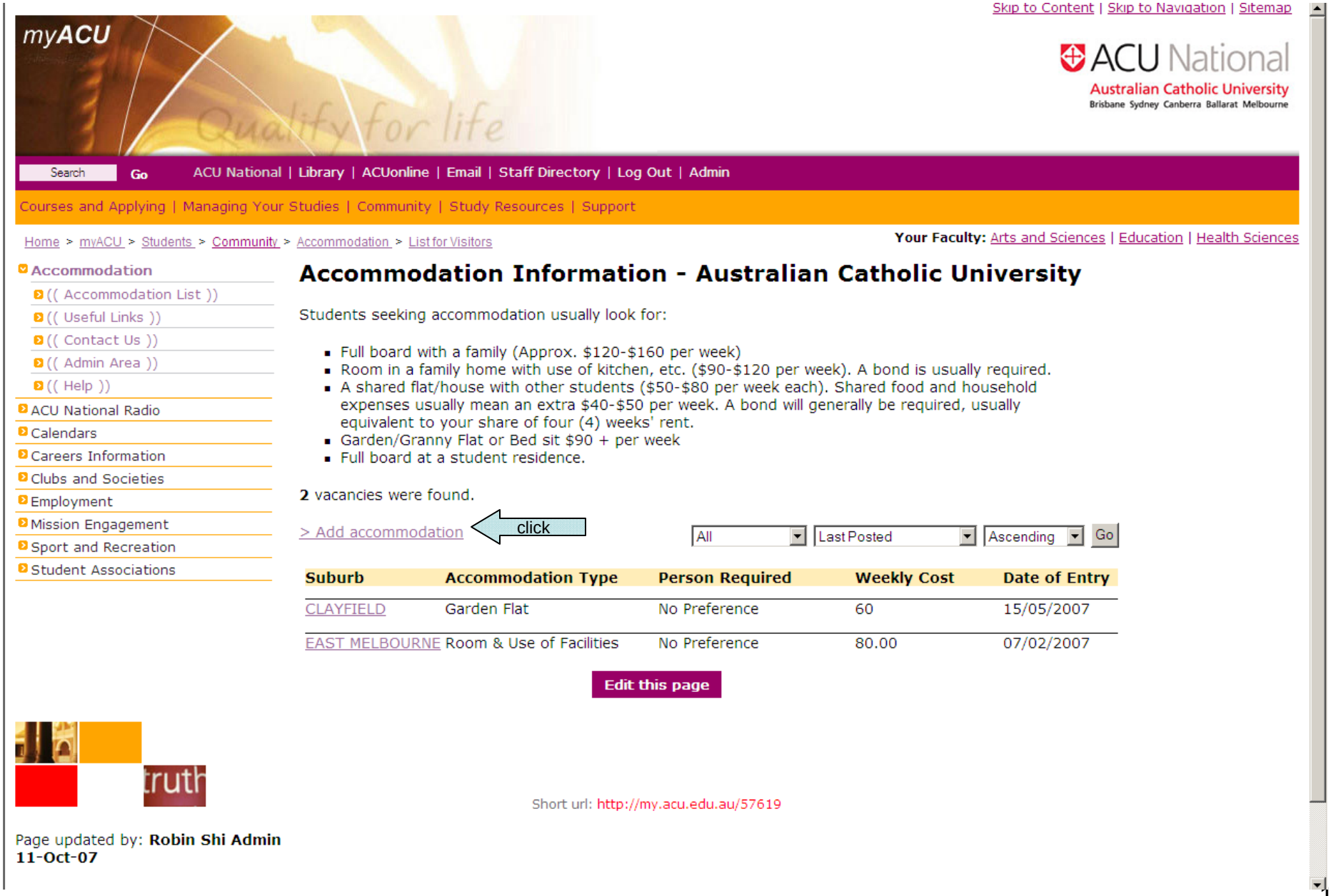
How it works > Add accommodation (for landlord)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A shared flat/house with other students ($50-$80 per week each). Shared food and household expenses usually mean an extra $40-$50 per week. A bond will generally be required, usually equivalent to your share of four (4) weeks' rent.
Garden/Granny Flat or Bed sit $90 + per week
Full board at a student residence.
2 vacancies were found.
> Add accommodation
click
All
Last Posted
Ascending
Go
Suburb
Accommodation Type
Person Required
Weekly Cost
Date of Entry
CLAYFIELD
Garden Flat
No Preference
60
15/05/2007
EAST MELBOURNE
Room & Use of Facilities
No Preference
80.00
07/02/2007
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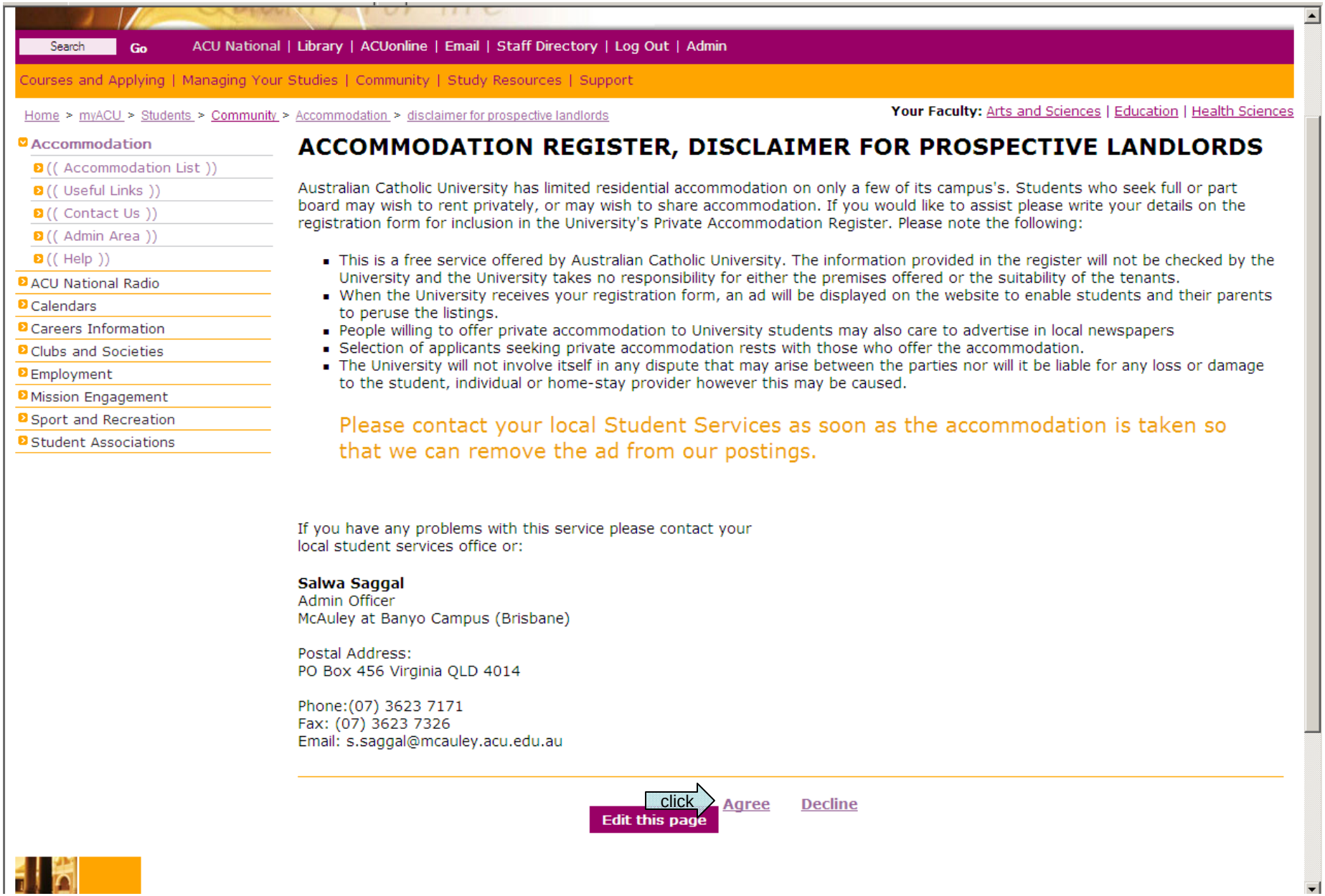
How it works > Add accommodation (for landlord)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ACCOMMODATION REGISTER, DISCLAIMER FOR PROSPECTIVE LANDLORDS
Australian Catholic University has limited residential accommodation on only a few of its campus's. Students who seek full or part board may wish to rent privately, or may wish to share accommodation. If you would like to assist please write your details on the registration form for inclusion in the University's Private Accommodation Register. Please note the following:
This is a free service offered by Australian Catholic University. The information provided in the register will not be checked by the University and the University takes no responsibility for either the premises offered or the suitability of the tenants.
When the University receives your registration form, an ad will be displayed on the website to enable students and their parents to peruse the listings.
People willing to offer private accommodation to University students may also care to advertise in local newspapers
Selection of applicants seeking private accommodation rests with those who offer the accommodation.
The University will not involve itself in any dispute that may arise between the parties nor will it be liable for any loss or damage to the student, individual or home-stay provider however this may be caused.
Please contact your local Student Services as soon as the accommodation is taken so that we can remove the ad from our postings.
If you have any problems with this service please contact your local student services office or:
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Admin Officer
McAuley at Banyo Campus (Brisbane)
Postal Address:
PO Box 456 Virginia QLD 4014
Phone:(07) 3623 7171
Fax: (07) 3623 7326
Email: s.saggal@mcauley.acu.edu.au
click
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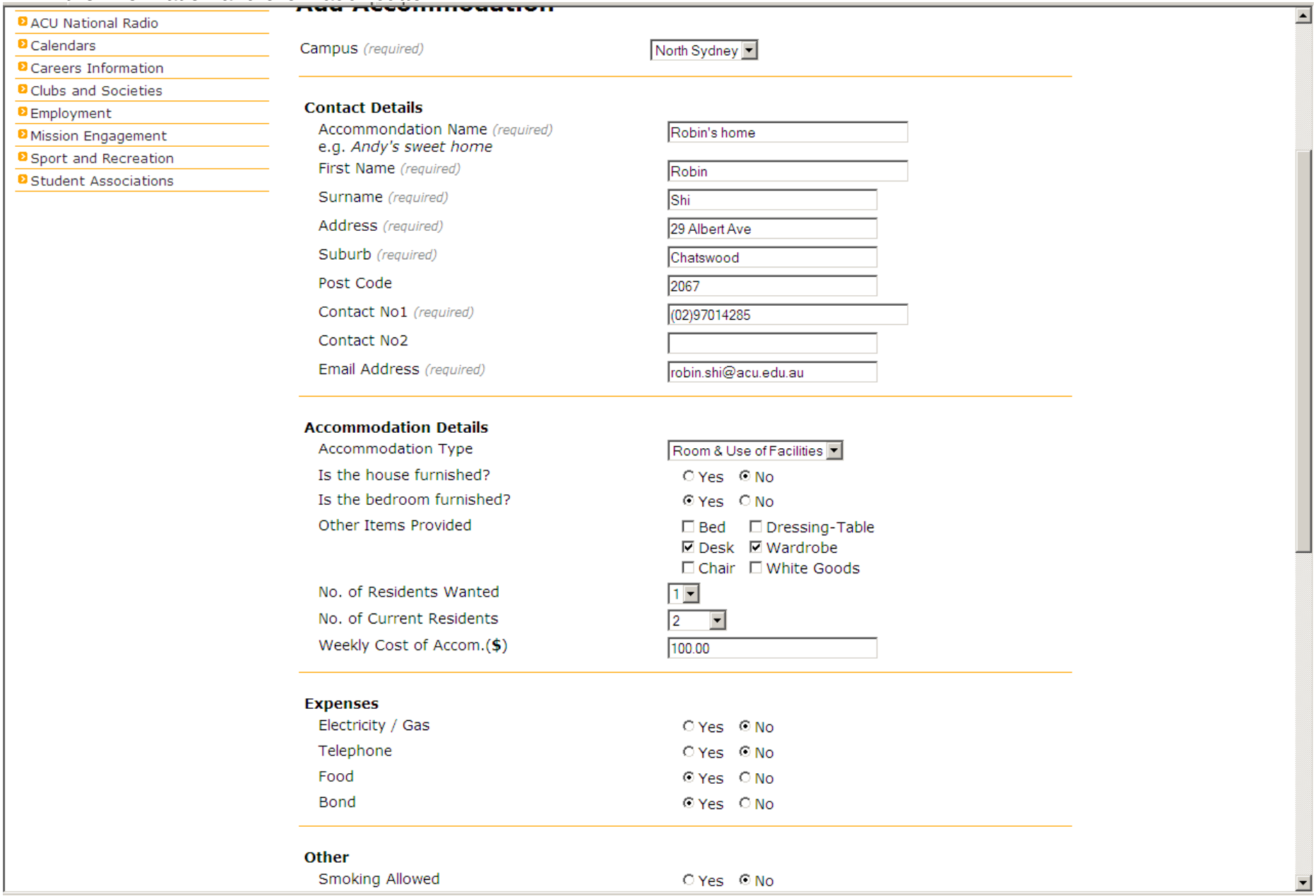
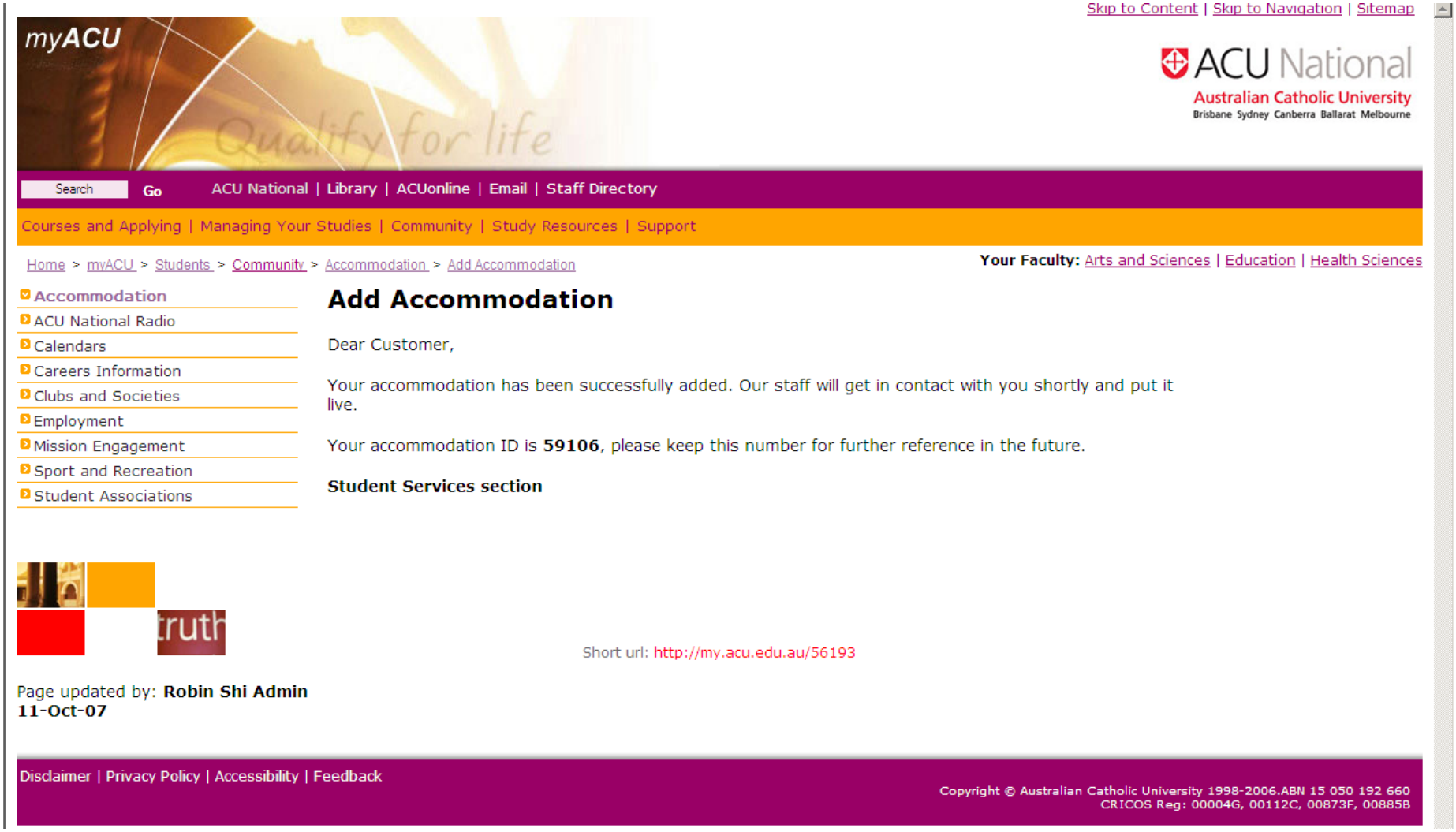
How it works > Add accommodation (for landlord)

fill in the information and click “add” button



How it works > Add accommodation (for landlord)

When accommodation information is added successfully, customer will see this screen showing up the ID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Dear Customer,
Your accommodation has been successfully added. Our staff will get in contact with you shortly and put it live.
Your accommodation ID is 59106, please keep this number for further reference in the future.
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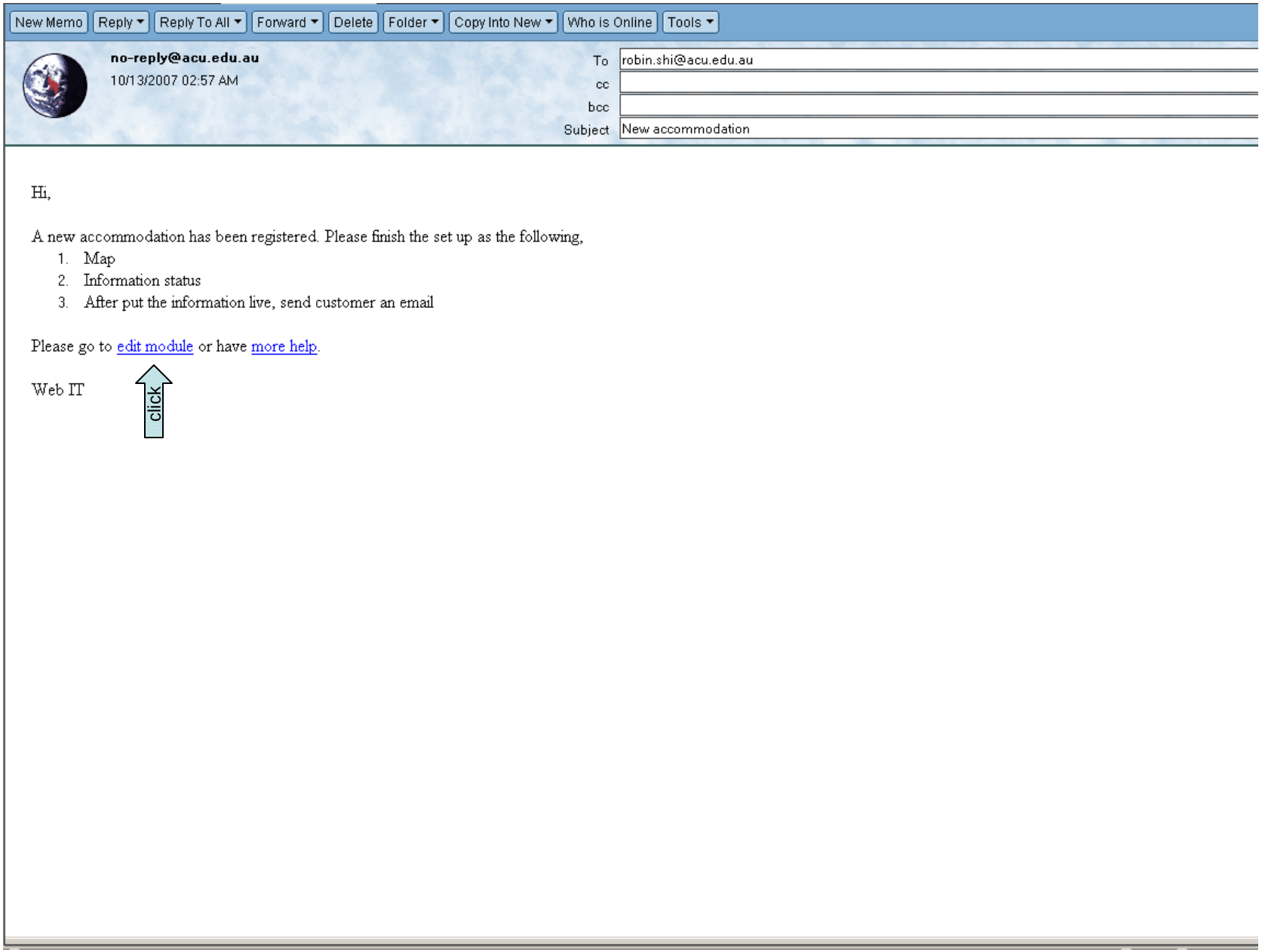
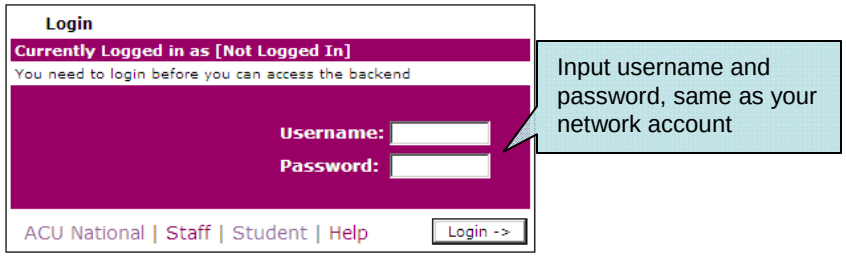
How it works > Add accommodation (for administrator)

An alert email will come to indicate the follow-up action, going into the edit interface

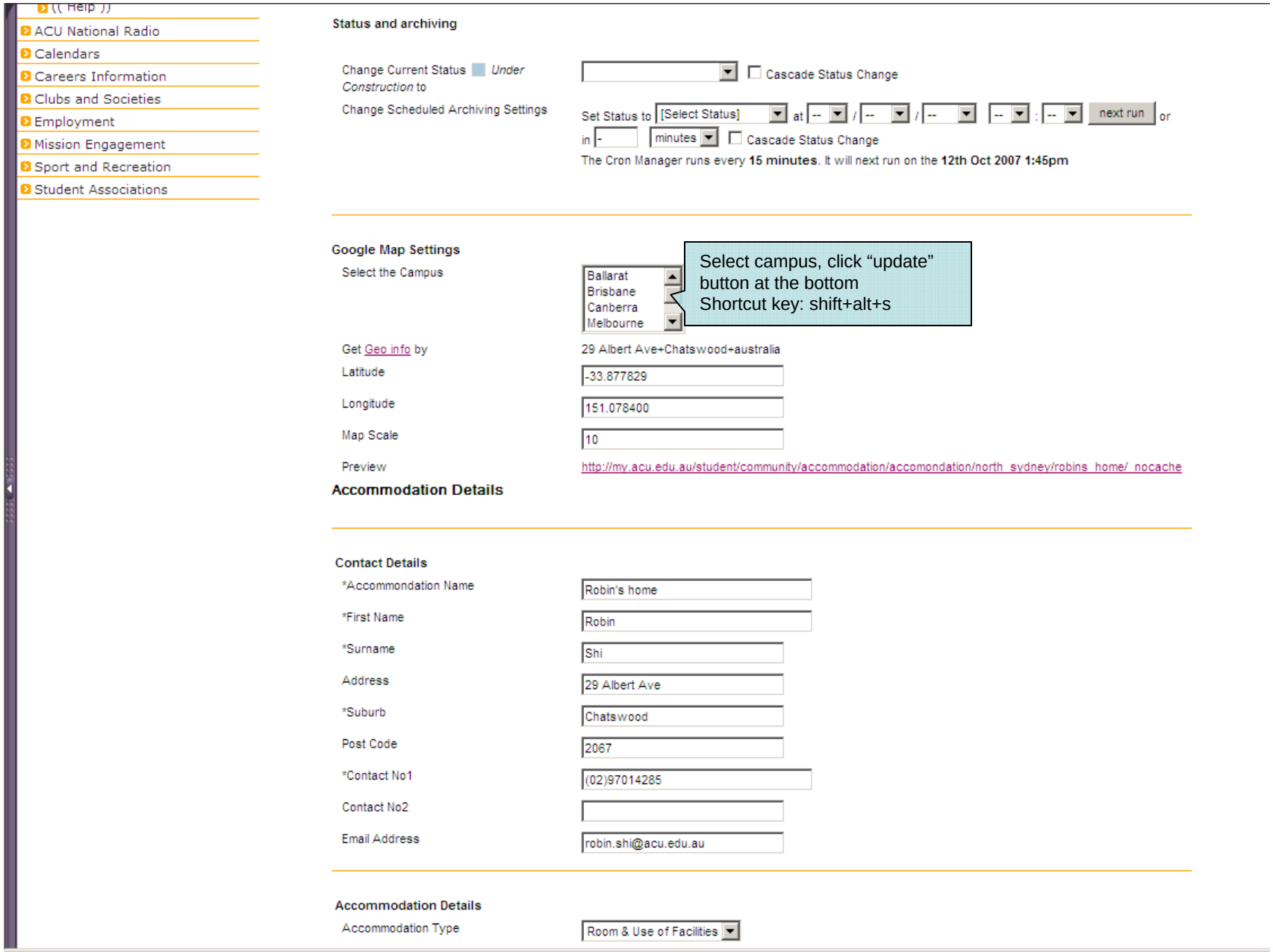


How it works > Add accommodation (for administrator)

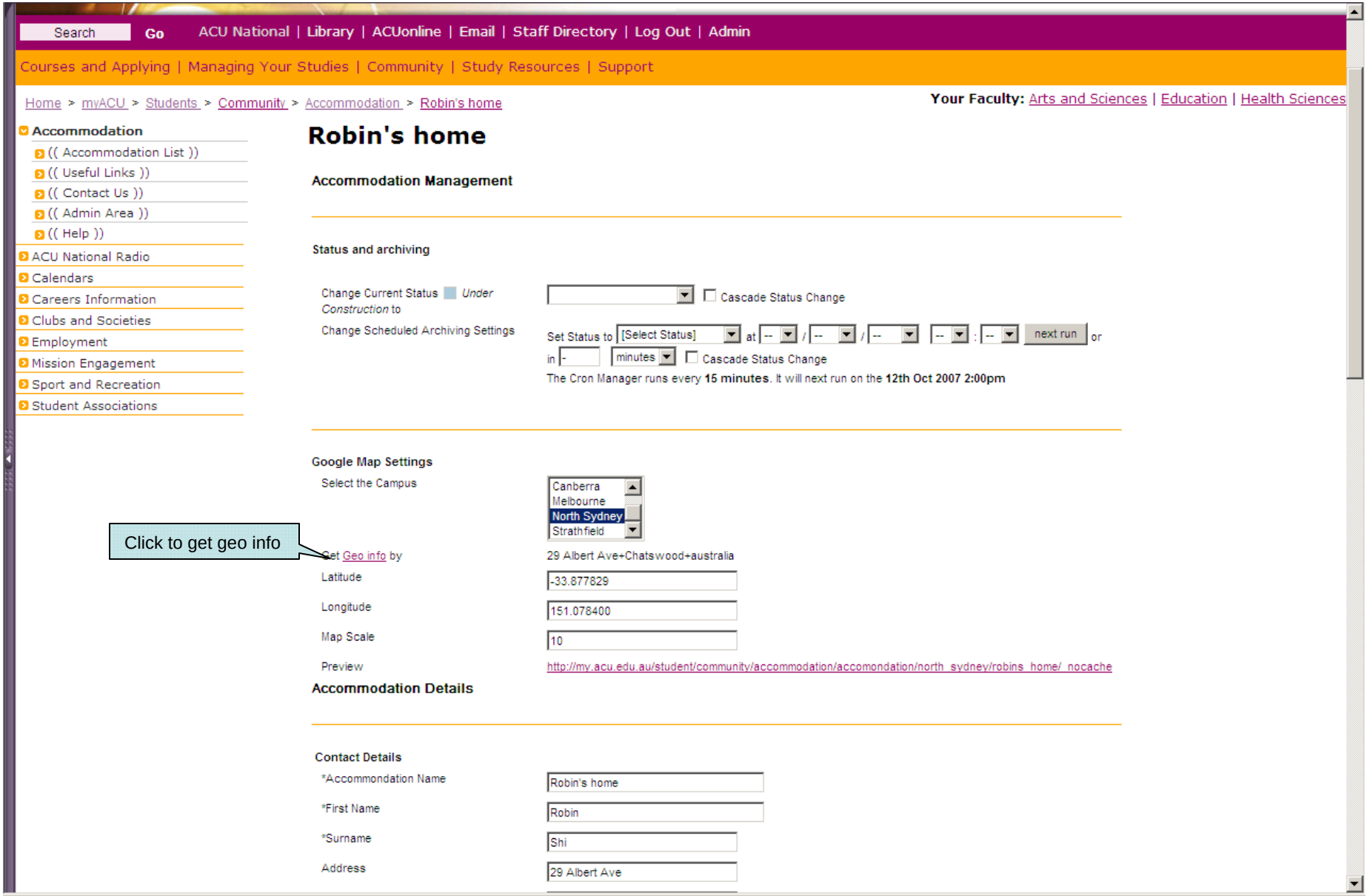
Going into the edit interface, login


Login
Currently Logged in as [Not Logged In]
You need to login before you can access the backend
Username:
Password:
ACU National | Staff | Student | Help
Login ->
Input username and password, same as your network account

How it works > Add accommodation (for administrator)

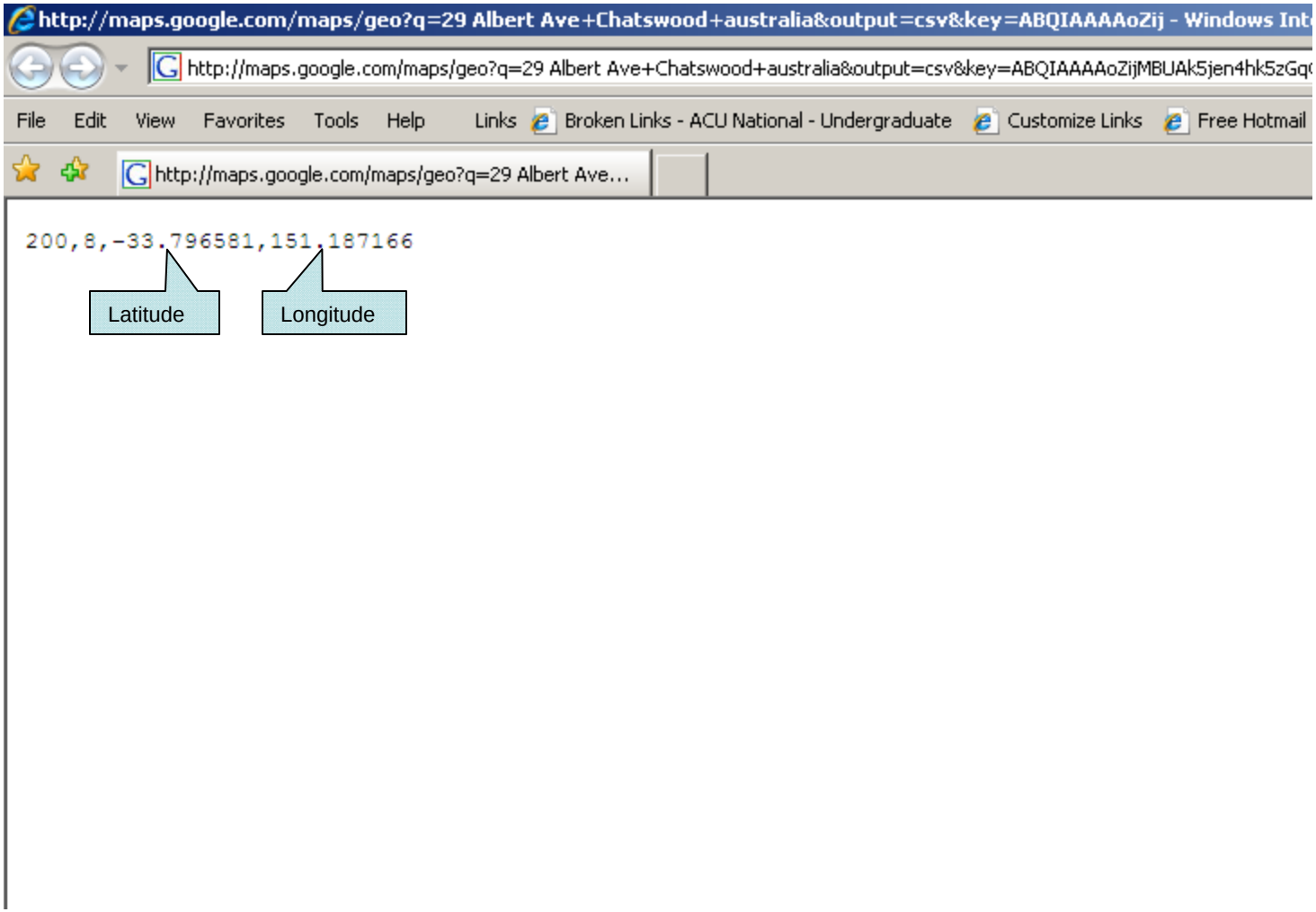


How it works > Add accommodation (for administrator)



How it works > Add accommodation (for administrator)

Get the latitude and longitude date in the popup window


http://maps.google.com/maps/geo?q=29 Albert Ave+Chatswood+australia&output=csv&key=ABQIAAAAoZij - Windows Int
http://maps.google.com/maps/geo?q=29 Albert Ave+Chatswood+australia&output=csv&key=ABQIAAAAoZijMBUAk5jen4hk5zGq
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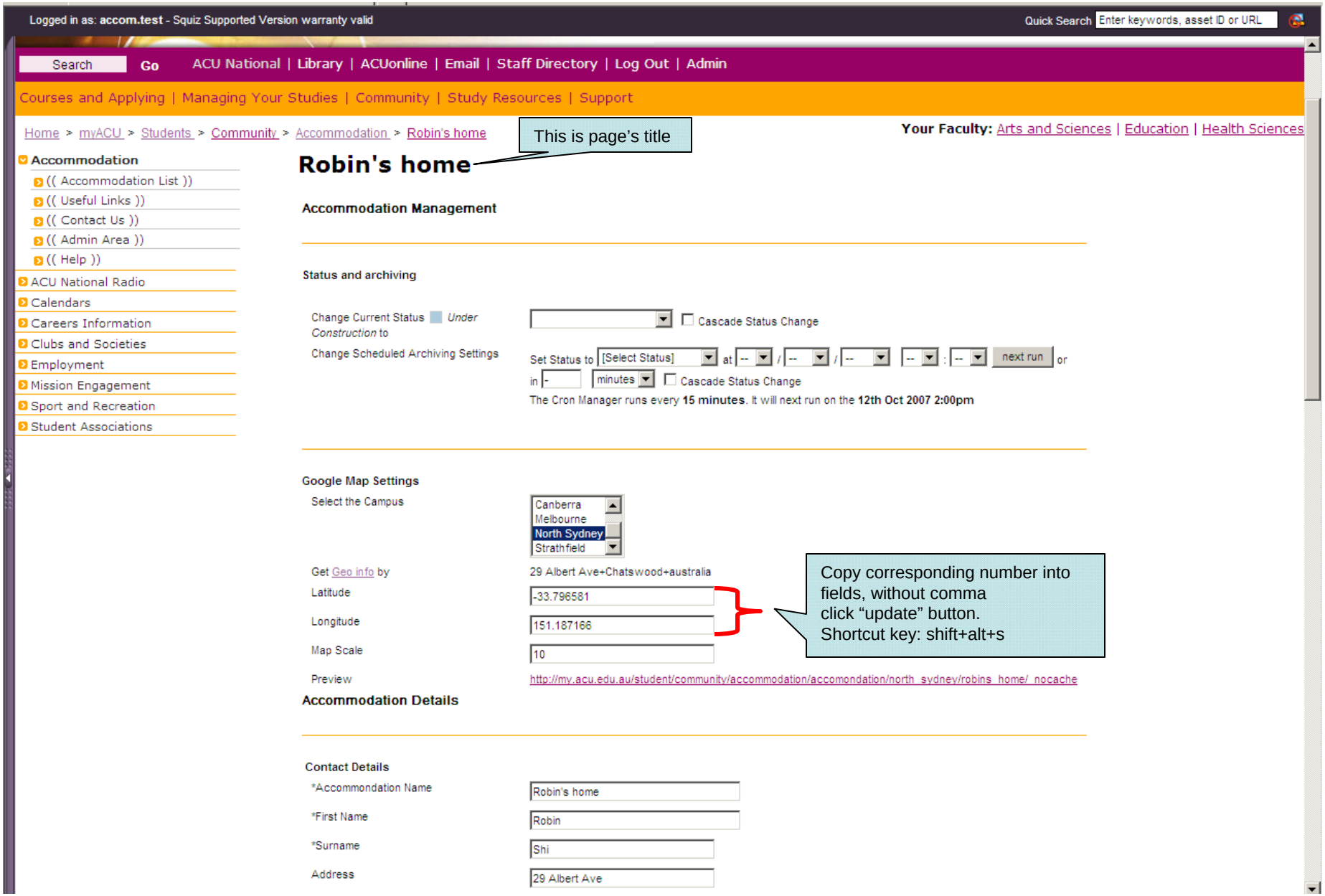
http://maps.google.com/maps/geo?q=29 Albert Ave...
200,8,-33.796581,151.187166
Latitude
Longitude

How it works > Add accommodation (for administrator)



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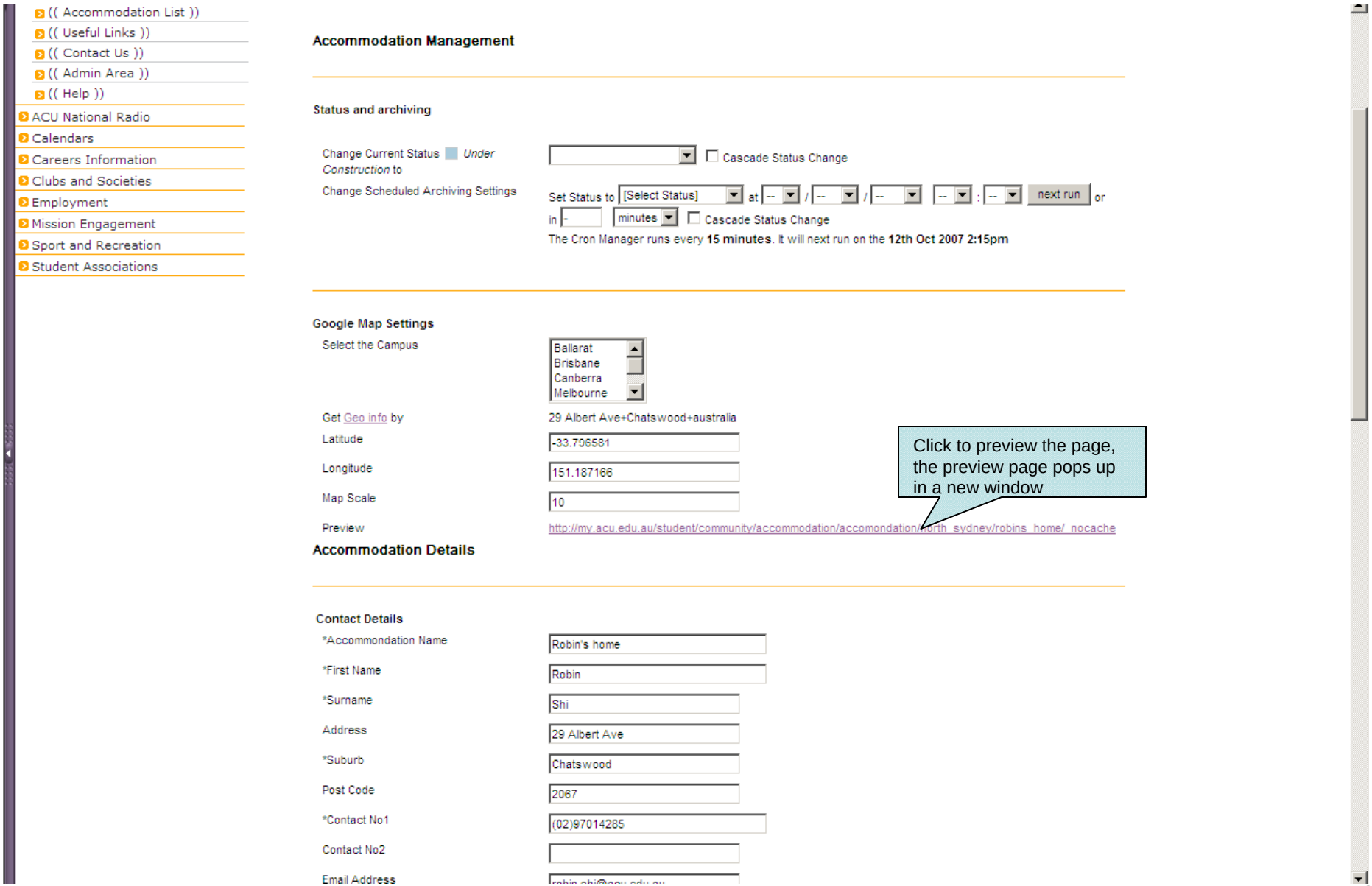

How it works > Add accommodation (for administrator)

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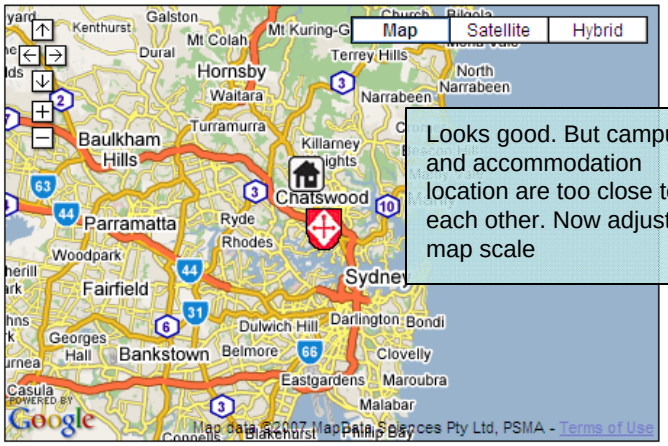
Robin's home

North Sydney Campus

Contact Details

Name	**Shi**, Robin
Address	29 Albert Ave
Contact	(02)97014285
Call Time	BUSINESS HOURS
Email	robin.shi@acu.edu.au

Location Information



Looks good. But campus and accommodation location are too close to each other. Now adjust map scale

Accommodation Details

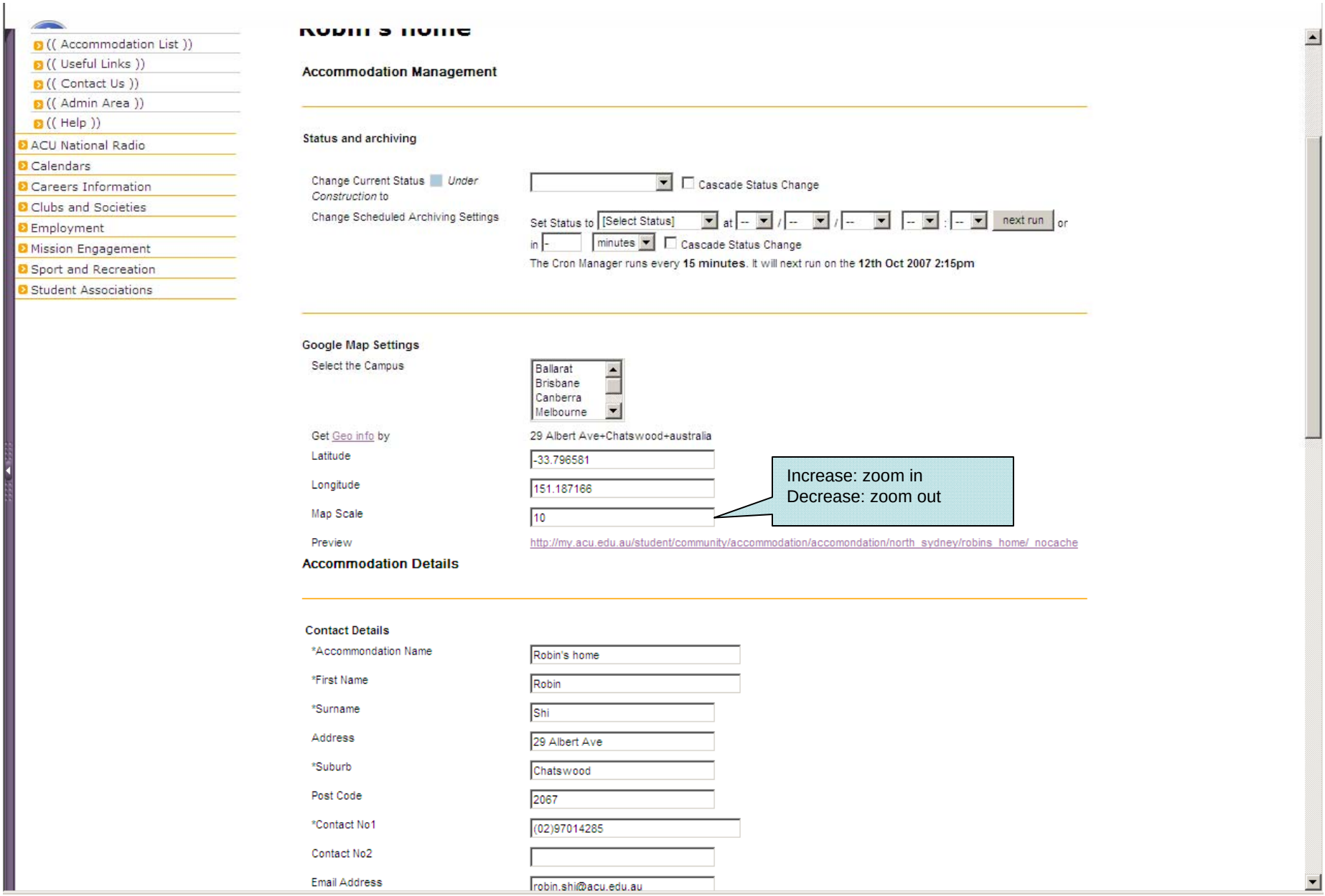
Accommodation Type	Room & Use of Facilities
House furnished	No
Bedroom furnished	Yes
Other Items Provided	Desk; Wardrobe
Residents Wanted	1
Current Residents	2
Weekly Cost ($)	100.00

Expenses

Electricity/Gas	No	Smoking Allowed	No
Telephone	No	Pets Allowed	No
Food	Yes	Car Park Available	No
Bond	Yes	Close to Uni	Yes
		Close to Bus	Yes
		Close to Shops	No

How it works > Add accommodation (for administrator)

This is the edit interface



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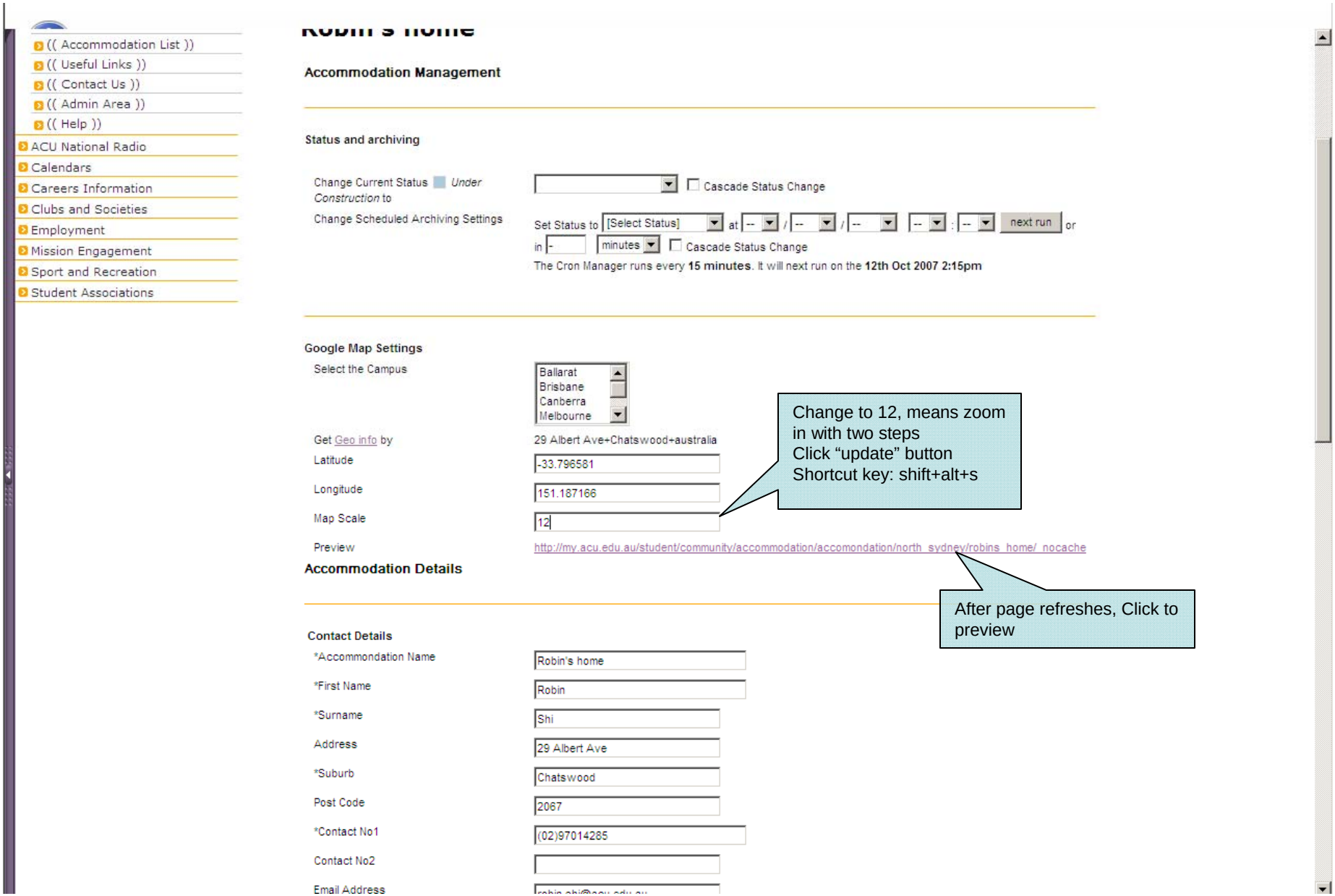

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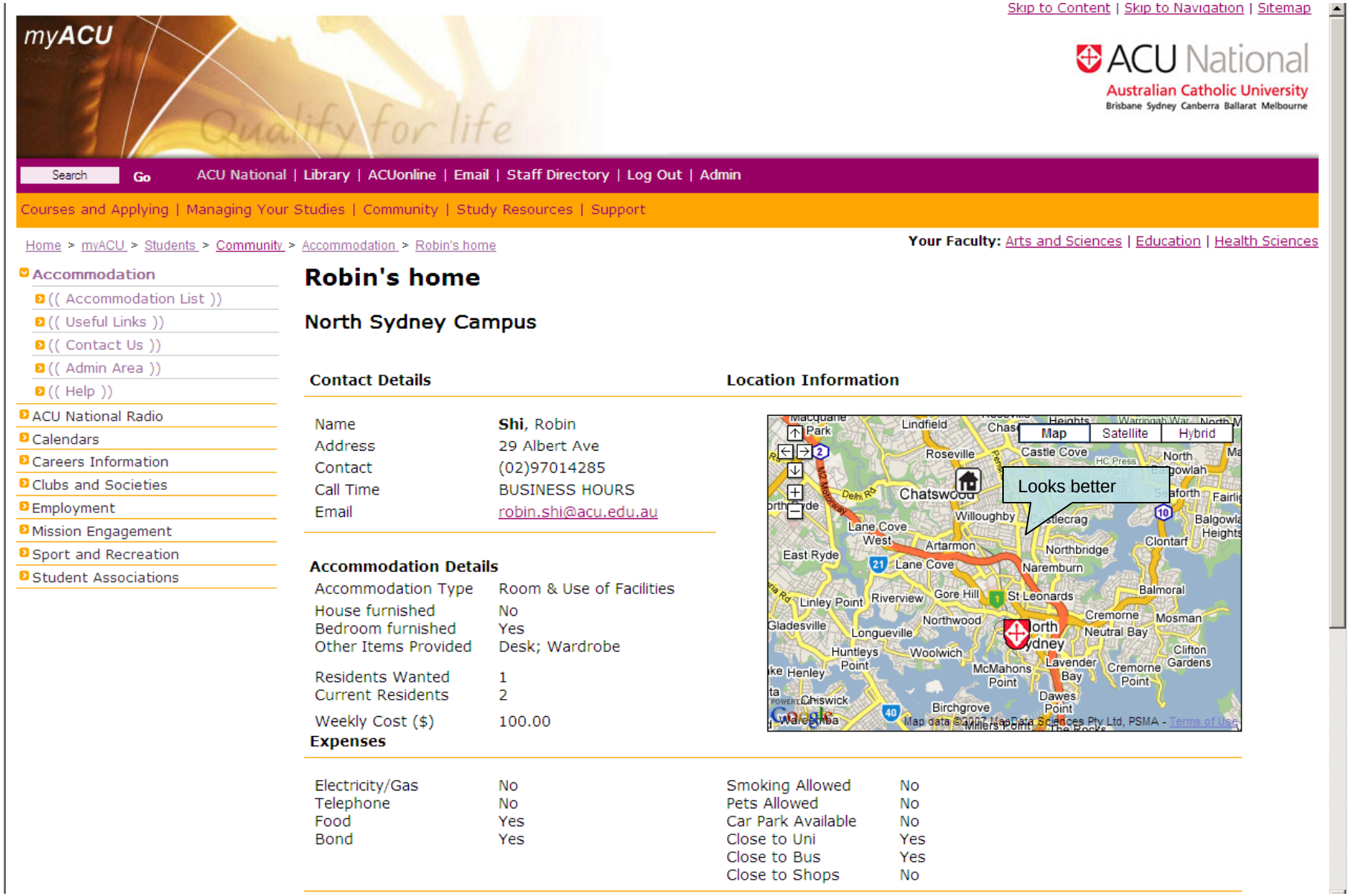
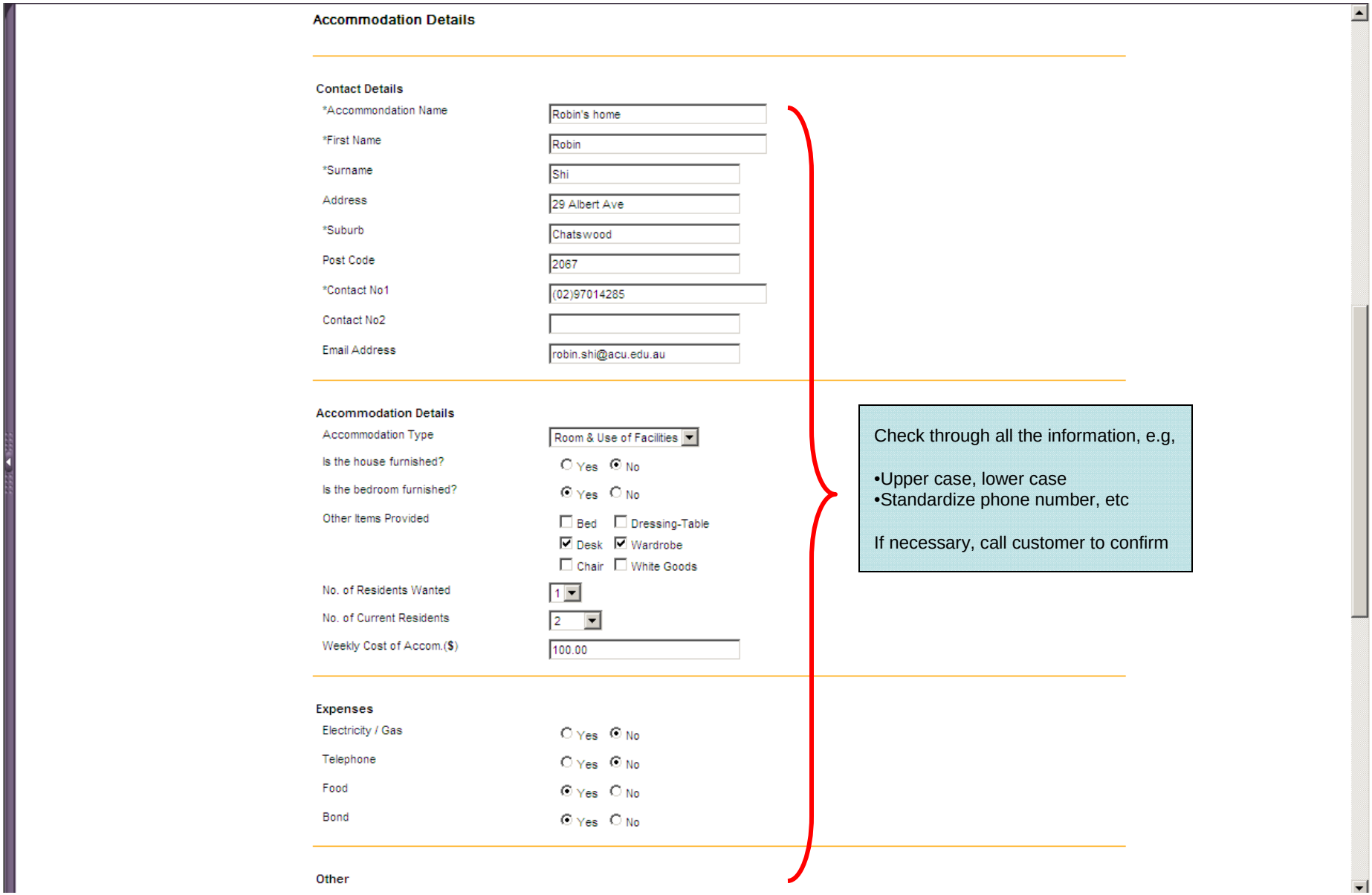
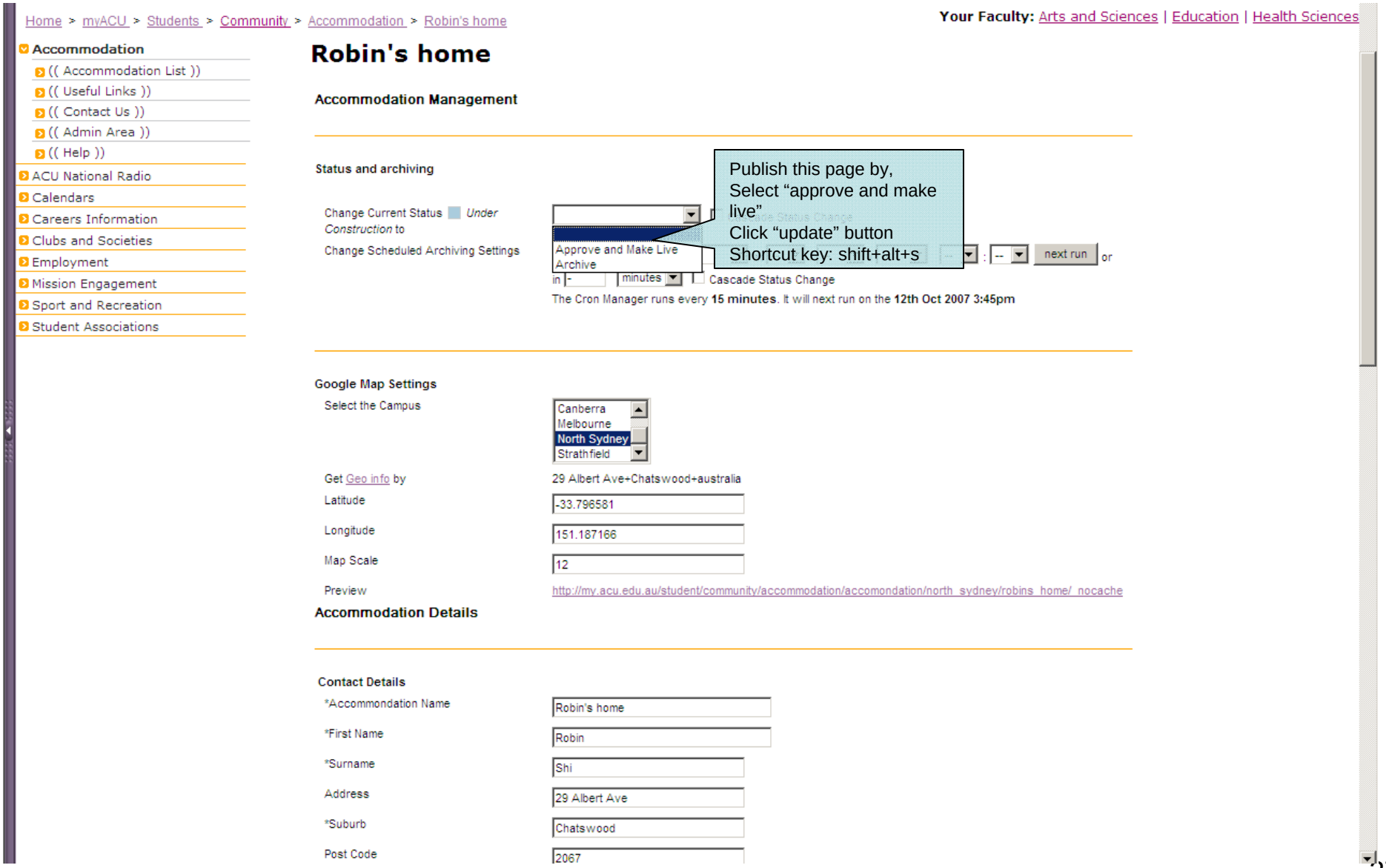


How it works > Add accommodation (for administrator)



How it works > Add accommodation (for administrator)



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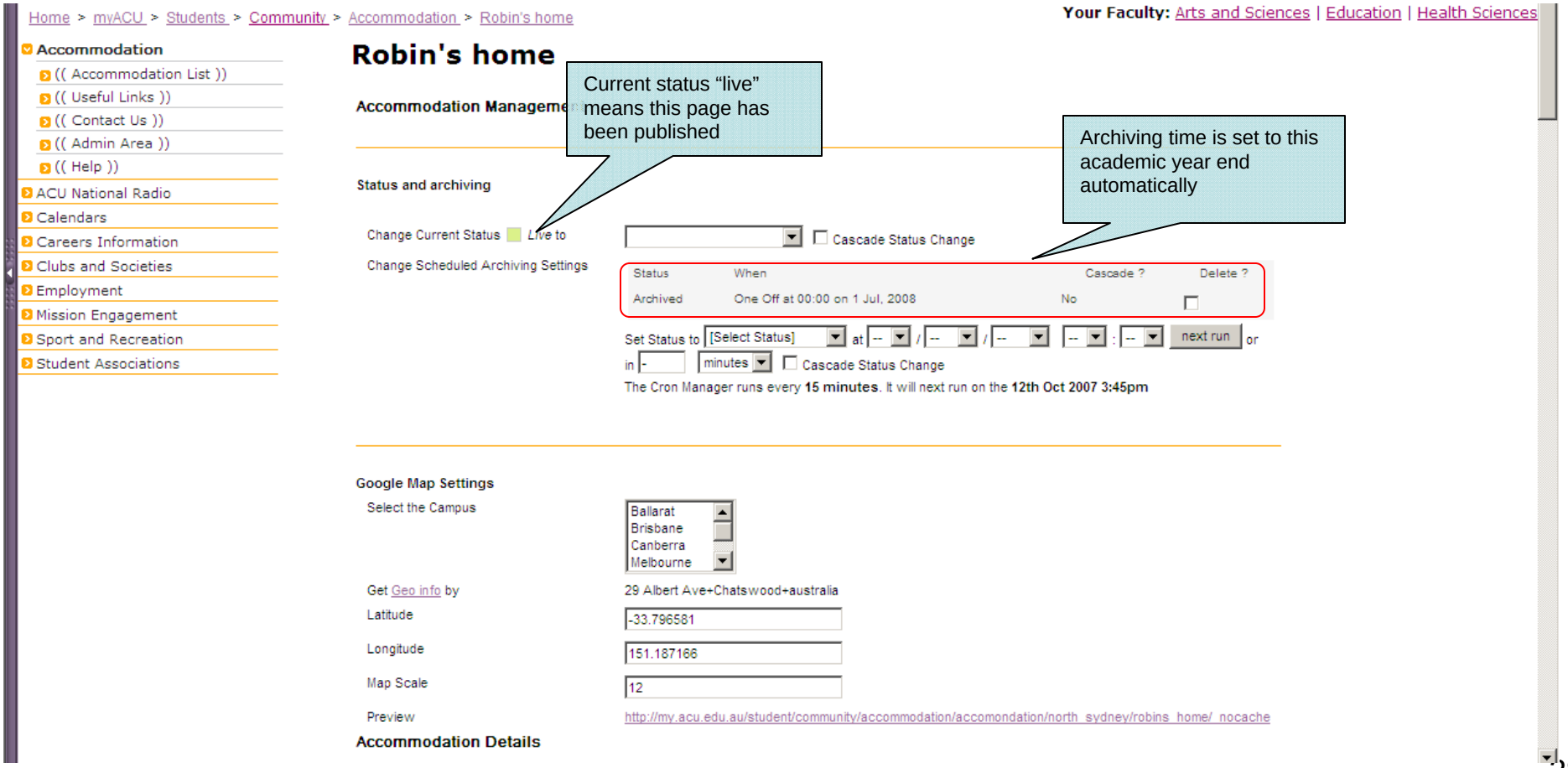
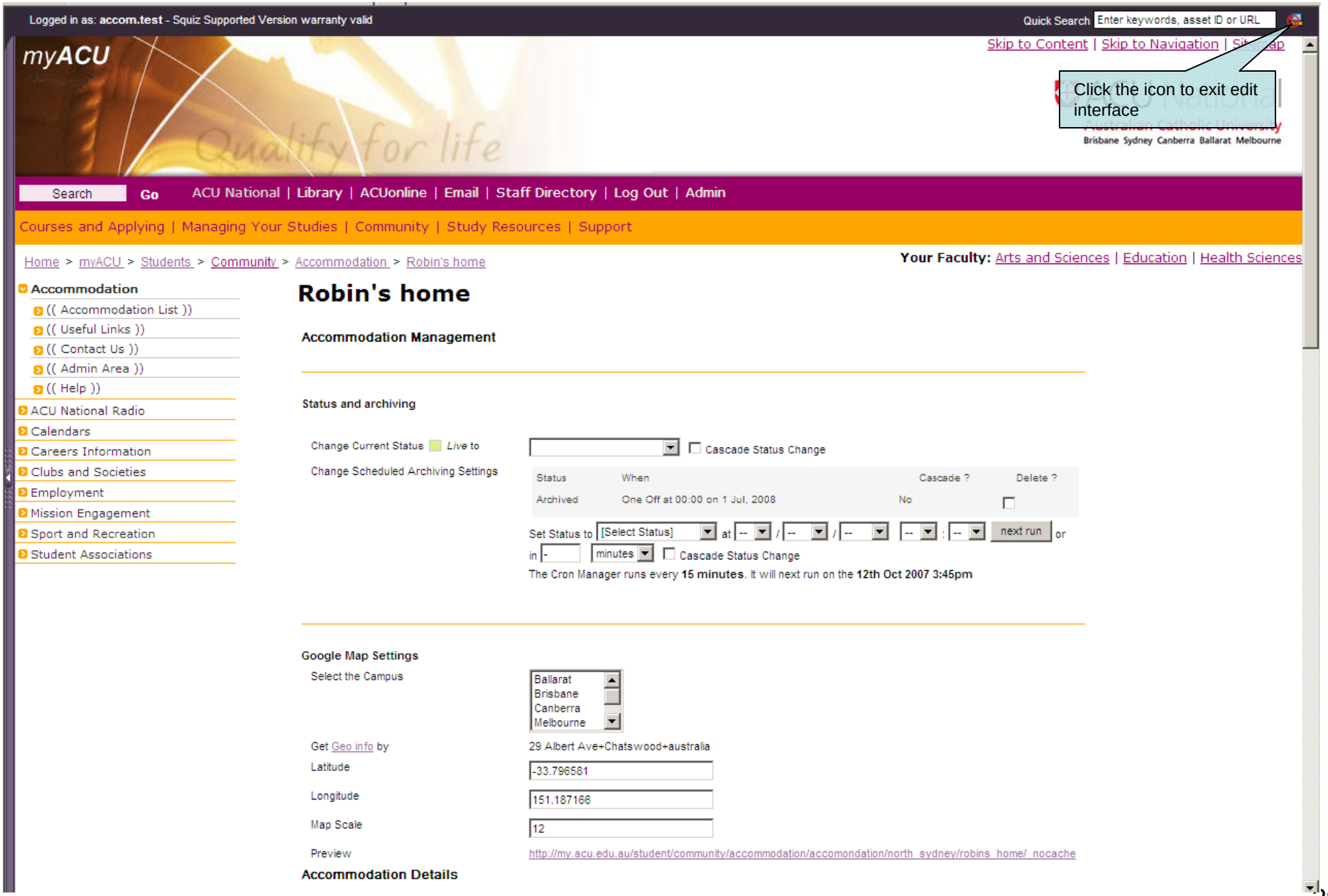
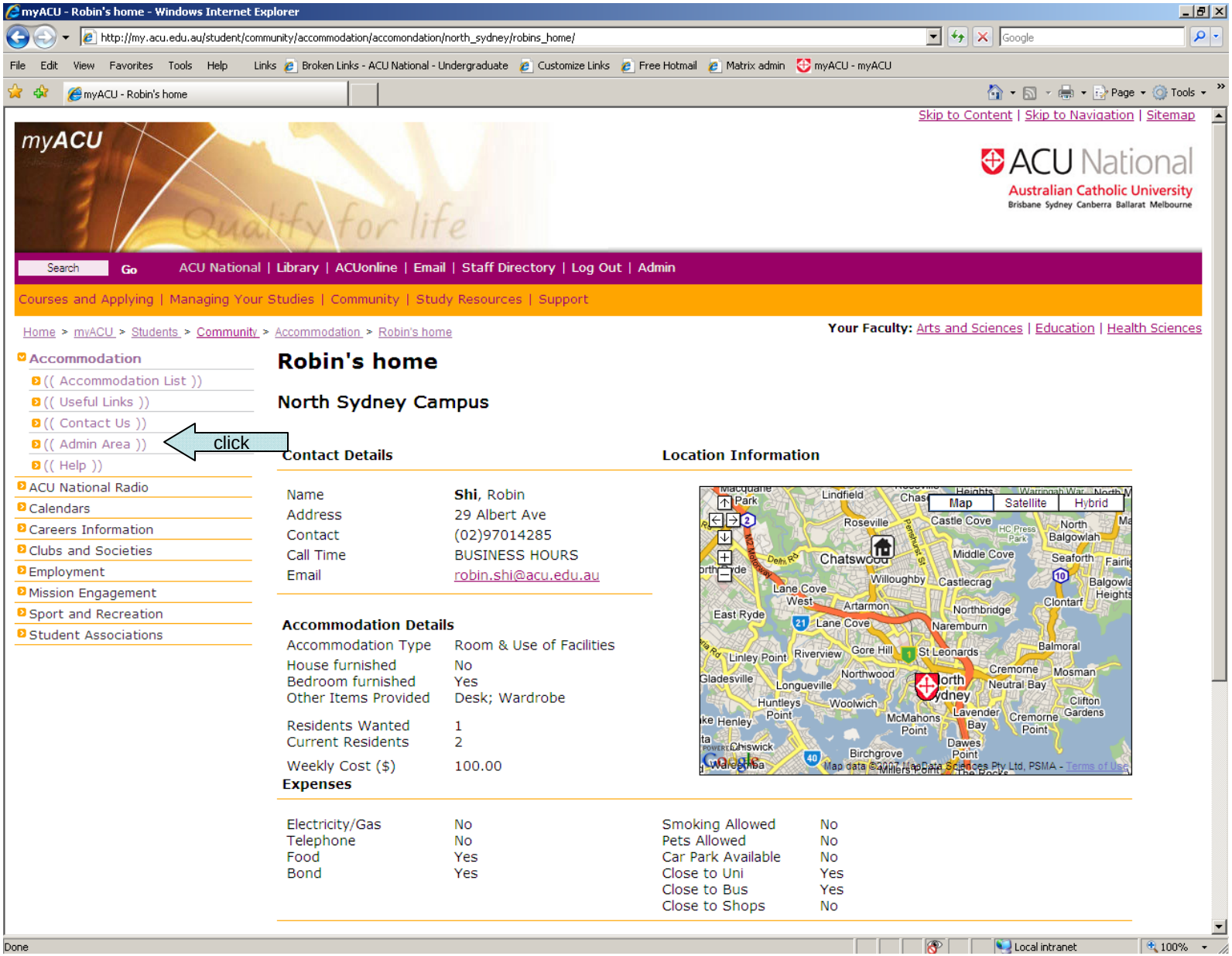


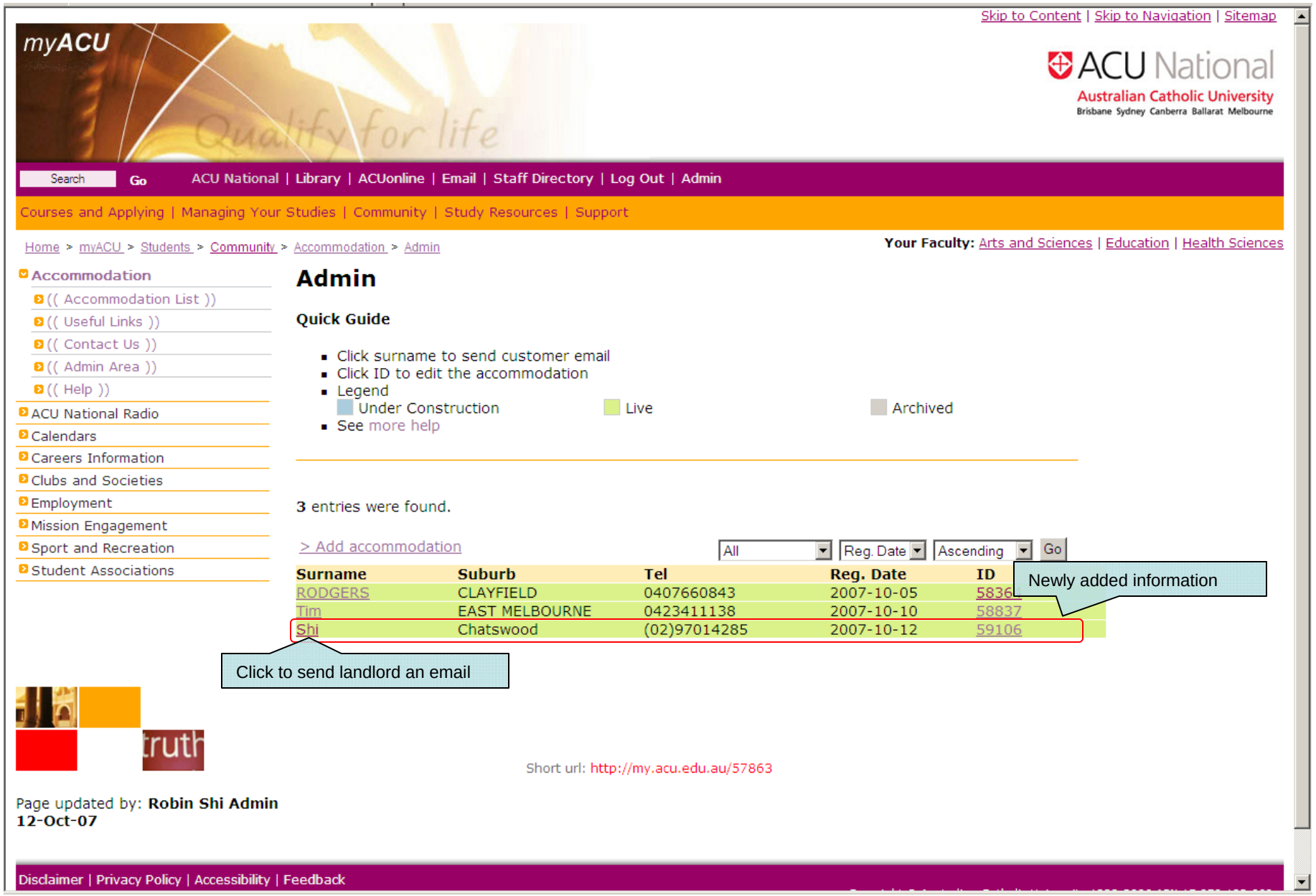
How it works > Add accommodation (for administrator)



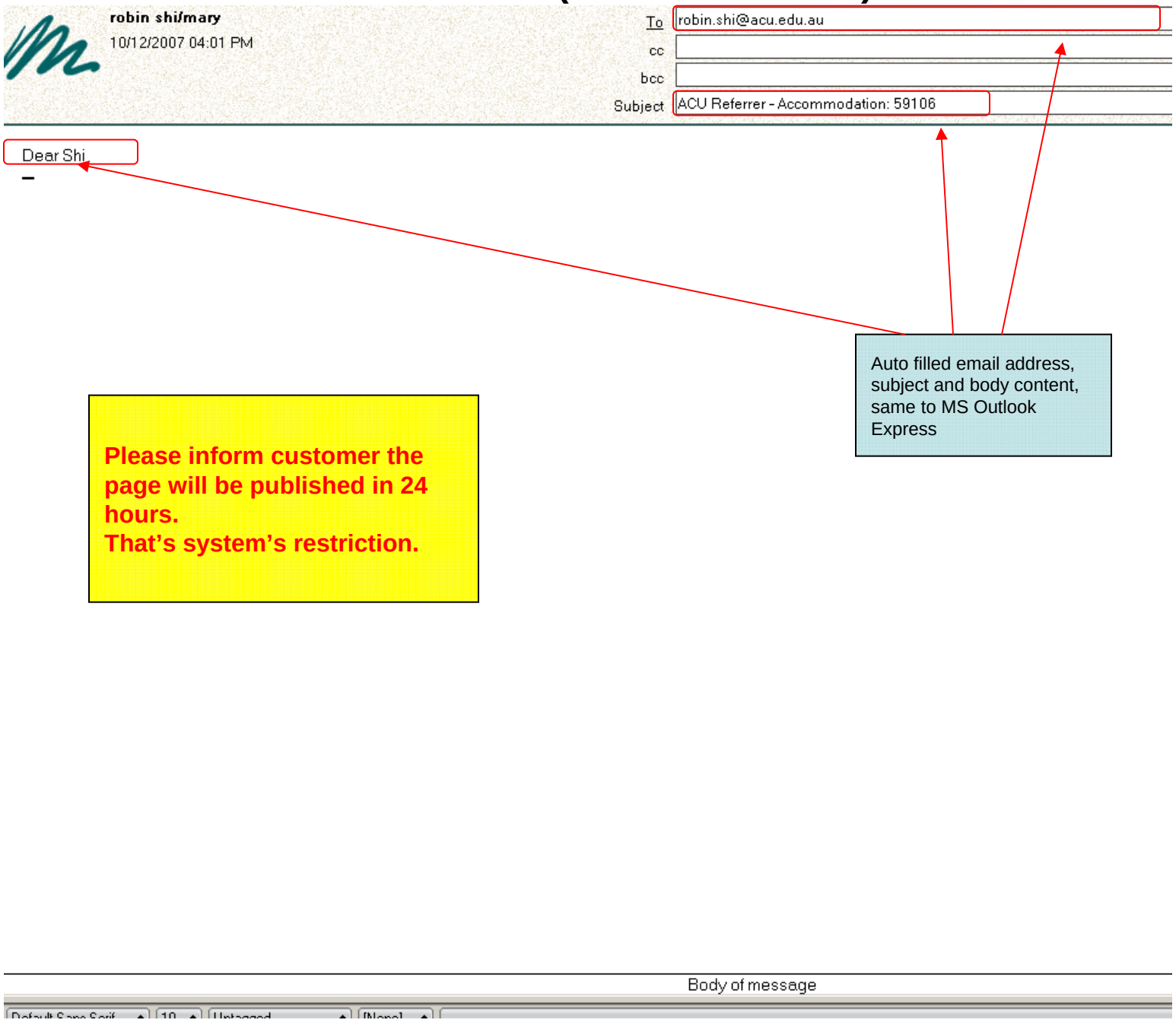
How it works > Add accommodation (for administrator)



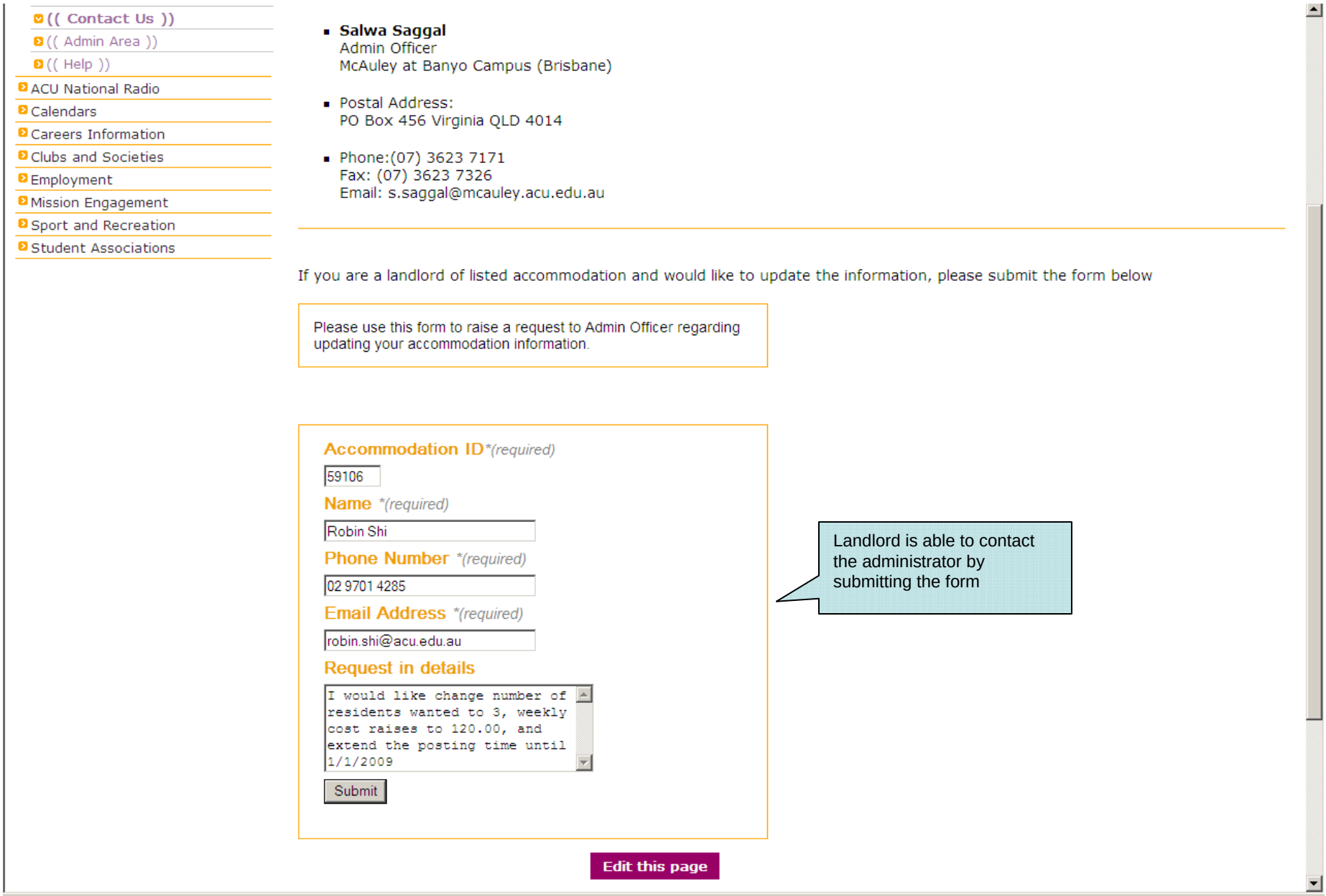
How it works > Add accommodation (for administrator)



How it works > Add accommodation (for administrator)



How it works > Update accommodation, including future archiving (for landlord)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((Help))
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Careers Information
Clubs and Societies
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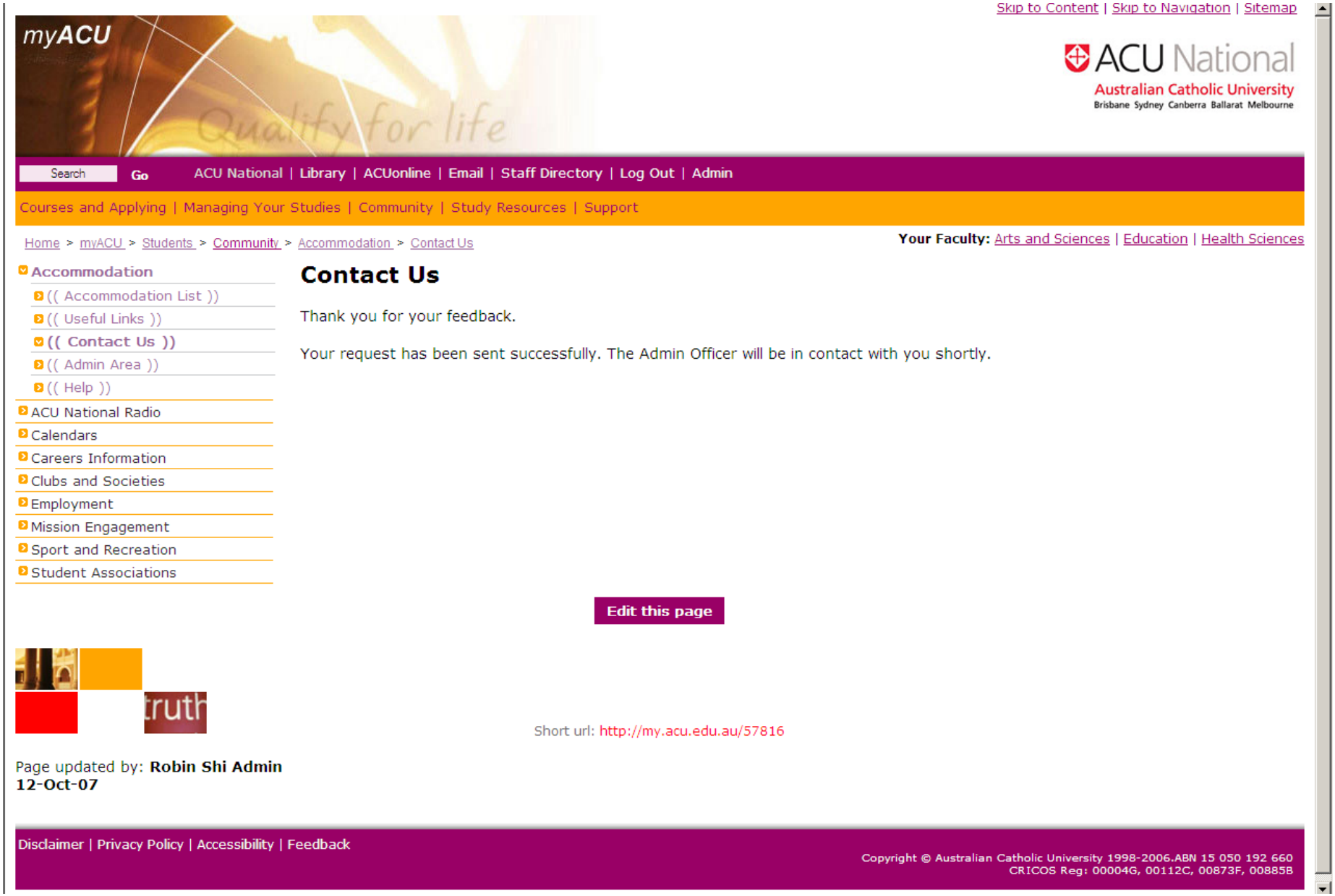
Mission Engagement
Sport and Recreation
Student Associations
Salwa Saggal
Admin Officer
McAuley at Banyo Campus (Brisbane)
Postal Address:
PO Box 456 Virginia QLD 4014
Phone:(07) 3623 7171
Fax: (07) 3623 7326
Email: s.saggal@mcauley.acu.edu.au
If you are a landlord of listed accommodation and would like to update the information, please submit the form below
Please use this form to raise a request to Admin Officer regarding updating your accommodation information.
Accommodation ID *(required)
59106
Name *(required)
Robin Shi
Phone Number *(required)
02 9701 4285
Email Address *(required)
robin.shi@acu.edu.au
Request in details
I would like change number of residents wanted to 3, weekly cost raises to 120.00, and extend the posting time until 1/1/2009
Submit
Edit this page
Landlord is able to contact the administrator by submitting the form

How it works > Update accommodation, including future archiving (for landlord)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Thank you for your feedback.
Your request has been sent successfully. The Admin Officer will be in contact with you shortly.
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truth
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Page updated by: Robin Shi Admin
12-Oct-07
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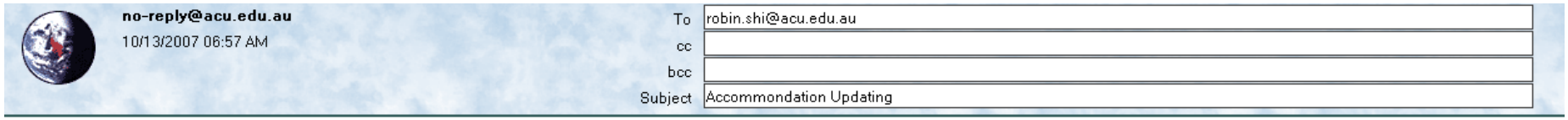
CRICOS Reg: 00004G, 00112C, 00873F, 00885B

How it works > Update accommodation, including future archiving (for administrator)



no-reply@acu.edu.au
10/13/2007 06:57 AM

To: robin.shi@acu.edu.au
cc:
bcc:
Subject: Accommondation Updating

Hi,

You have received a request from Robin Shi to update the accommodation information.

Name : Robin Shi
Email: robin.shi@acu.edu.au
Phone: 0297014285
Request:

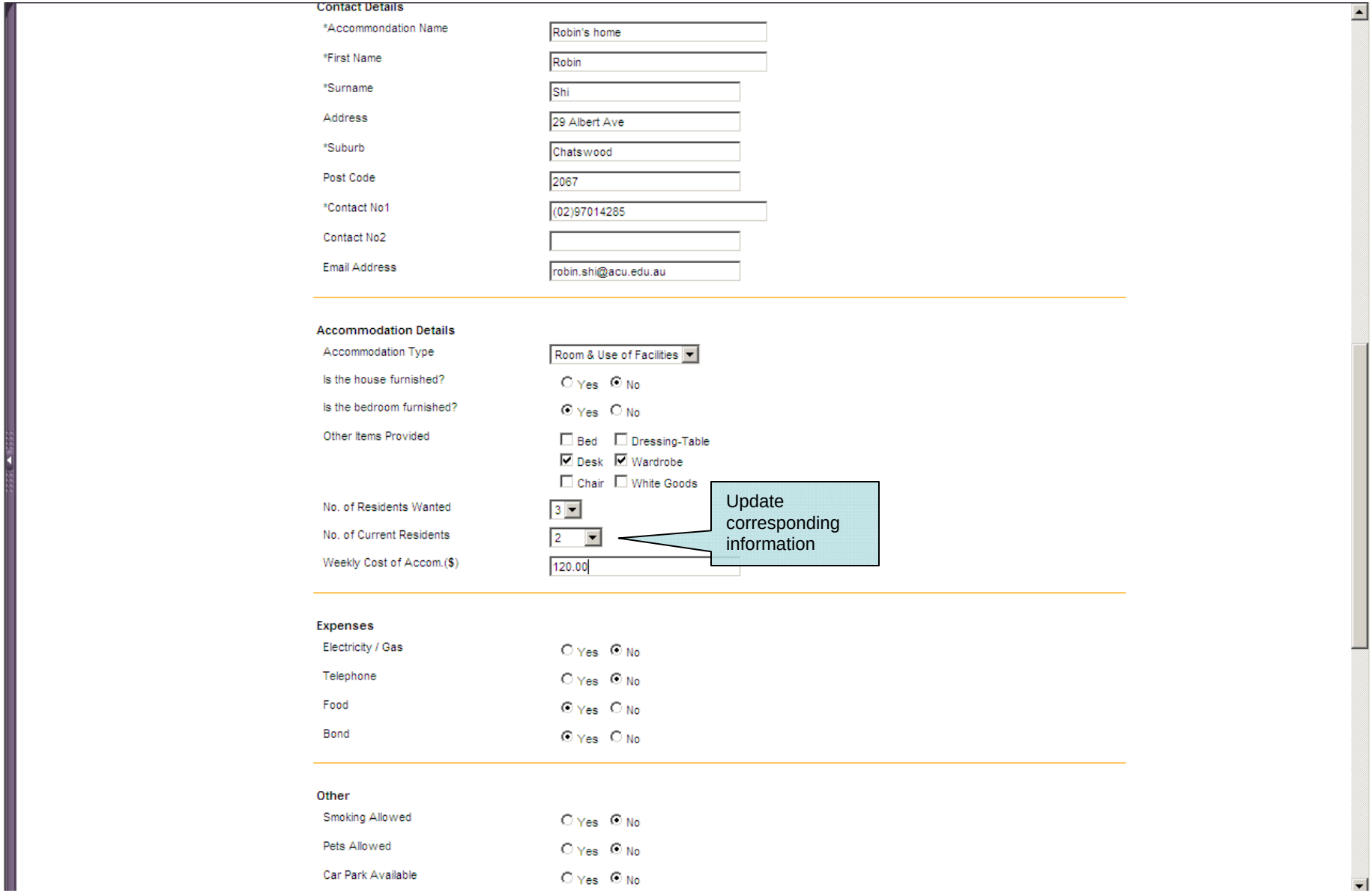
I would like change number of residents wanted to 3; weekly ocst raises to 120.00; and extend the posting time until 1/1/2009

You can

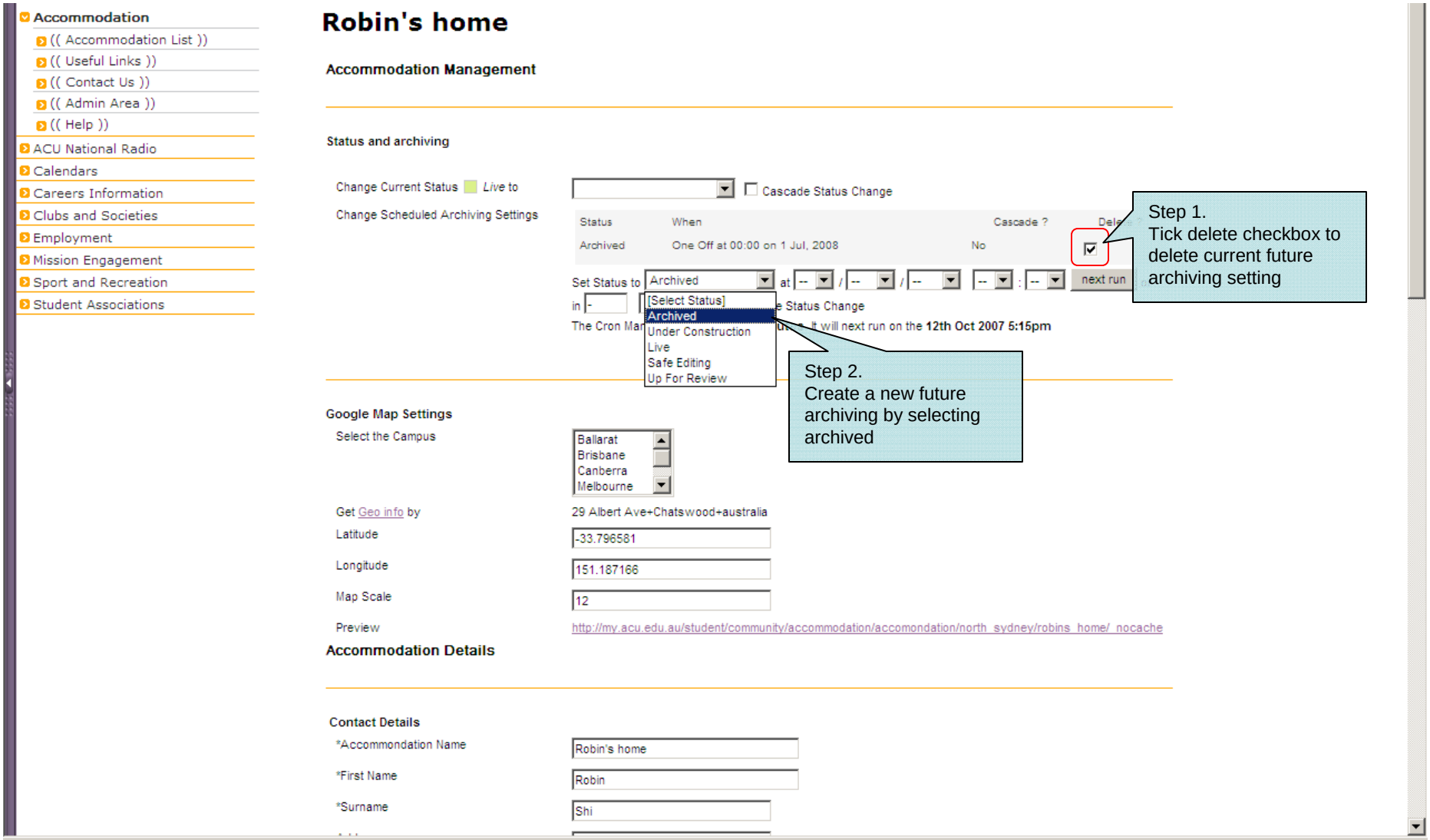
- View the accommodation information, or
- Edit the accommodation information

Web IT

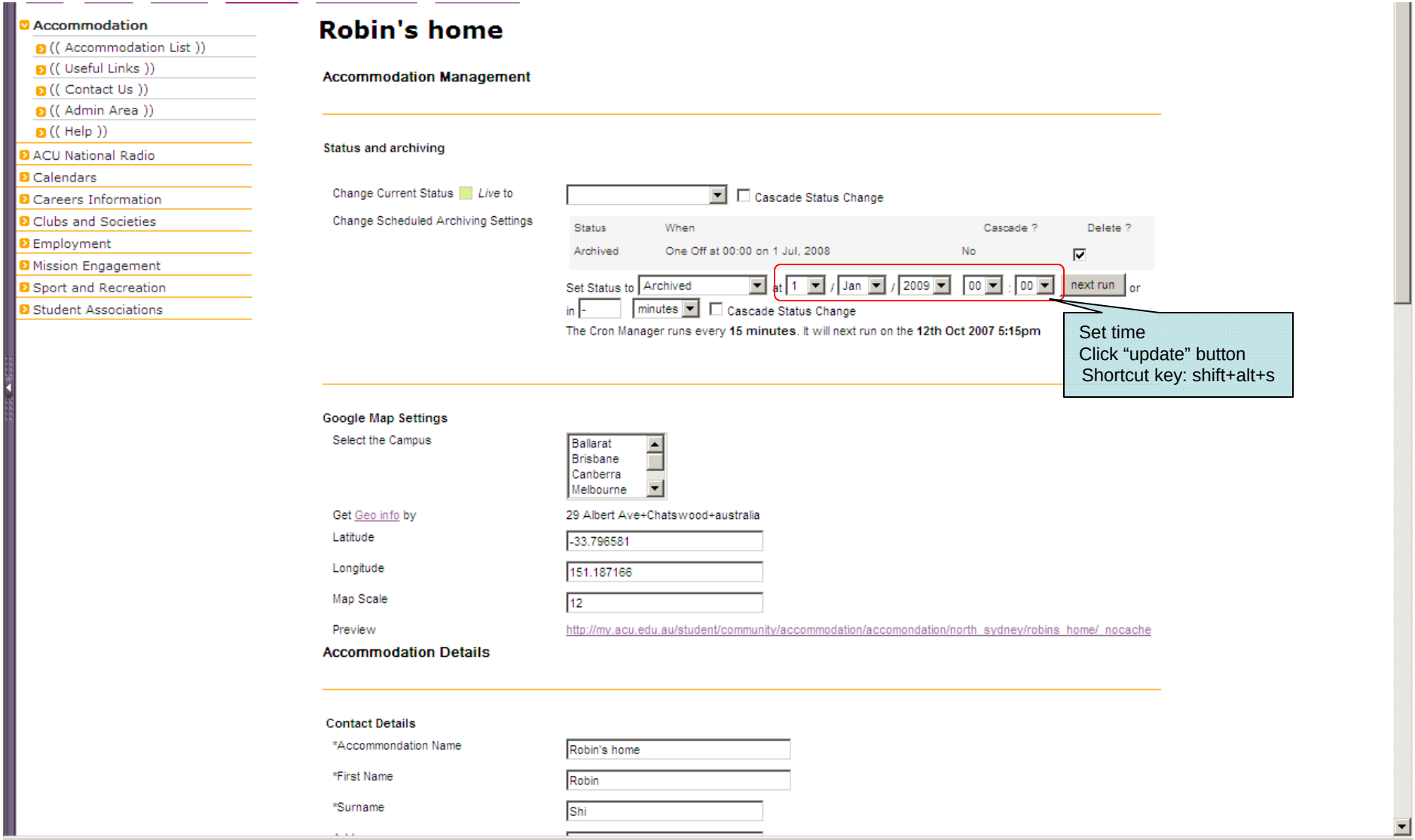
How it works > Update accommodation, including future archiving (for administrator)



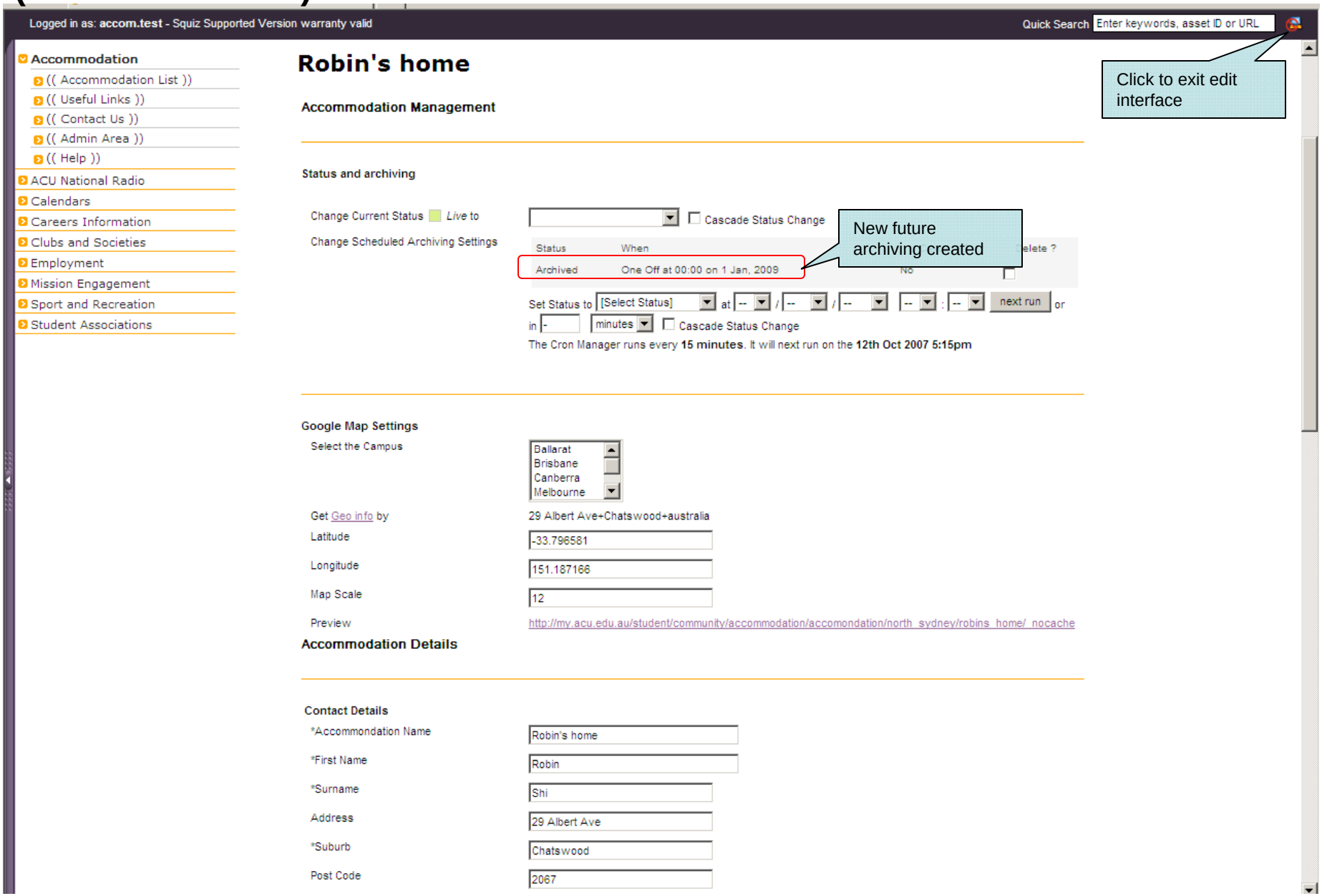
How it works > Update accommodation, including future archiving (for administrator)



How it works > Update accommodation, including future archiving (for administrator)



How it works > Update accommodation, including future archiving (for administrator)



How it works > Update accommodation, including future archiving (for administrator)

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  - ((Help))
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- Employment
- Mission Engagement
- Sport and Recreation
- Student Associations

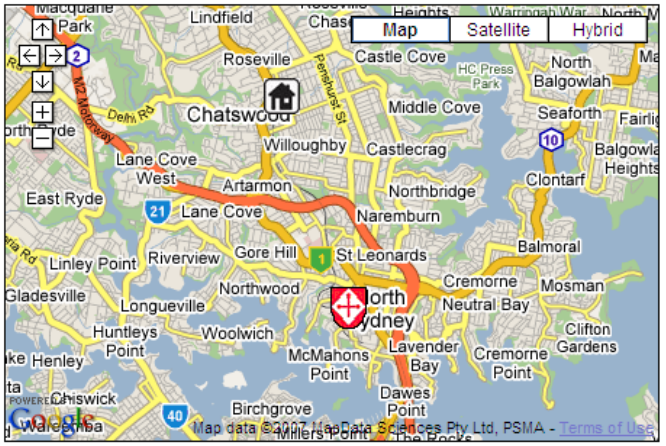
Robin's home

North Sydney Campus

Contact Details

Name	**Shi**, Robin
Address	29 Albert Ave
Contact	(02)97014285
Call Time	BUSINESS HOURS
Email	robin.shi@acu.edu.au

Location Information



Accommodation Details

Accommodation Type	Room & Use of Facilities
House furnished	No
Bedroom furnished	Yes
Other Items Provided	Desk; Wardrobe
Residents Wanted	3
Current Residents	2
Weekly Cost ($)	120.00

Information updated

Expenses

Electricity/Gas	No
Telephone	No
Food	Yes
Bond	Yes

Smoking Allowed	No
Pets Allowed	No
Car Park Available	No
Close to Uni	Yes
Close to Bus	Yes
Close to Shops	No

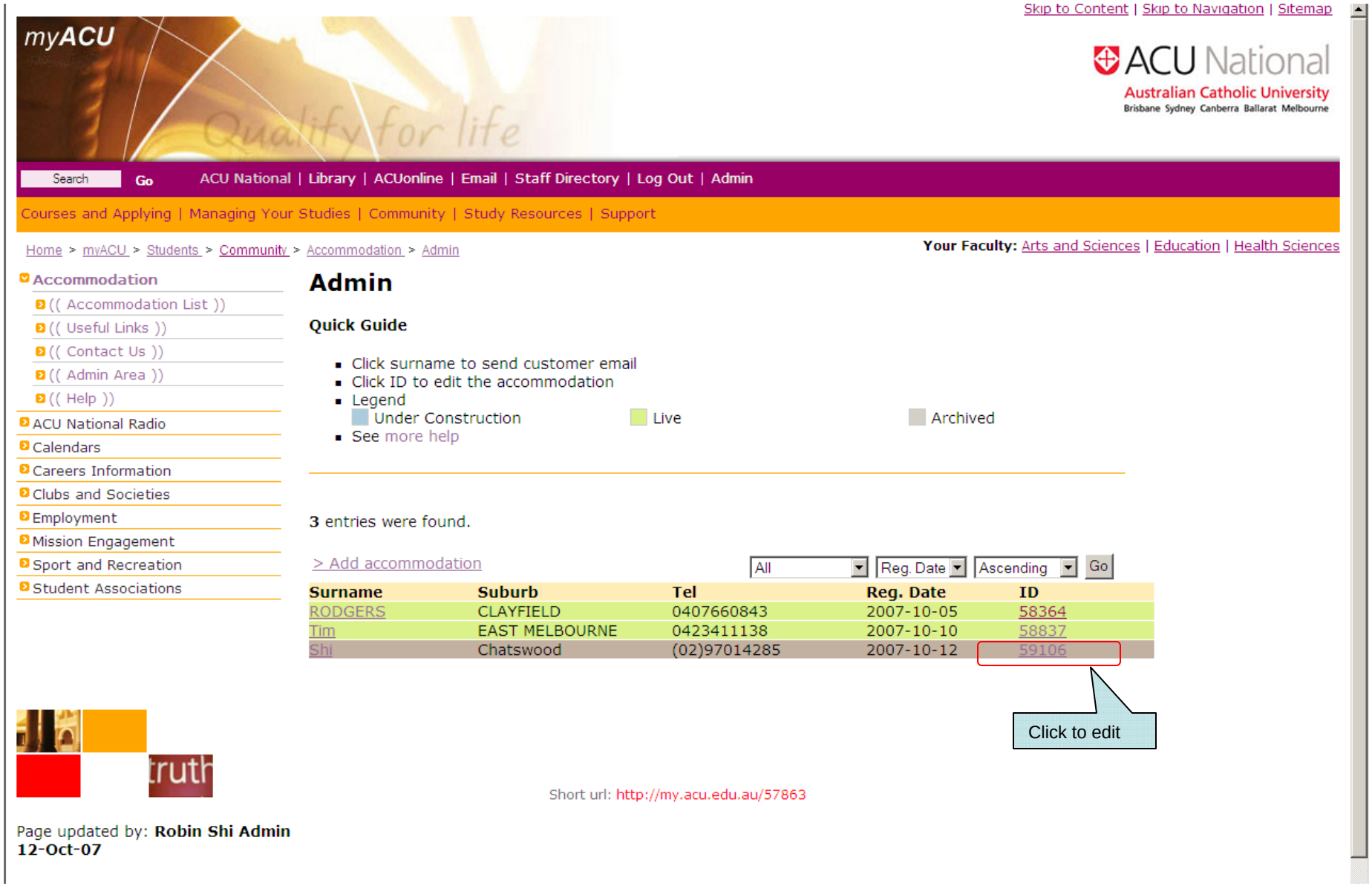
Comments

Back to list

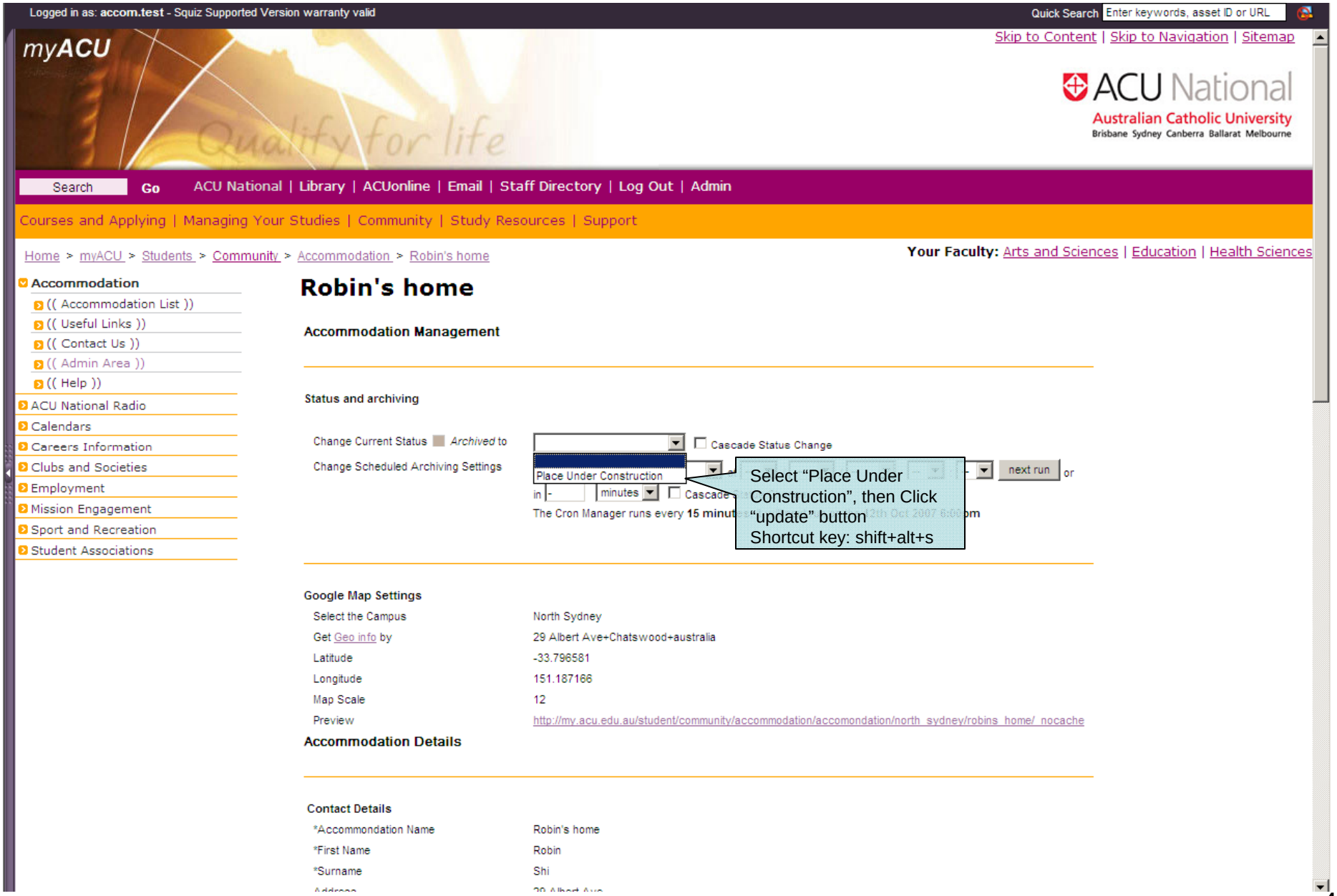
Edit this page

truth

How it works > Un-archive an archived accommodation



How it works > Un-archive an archived accommodation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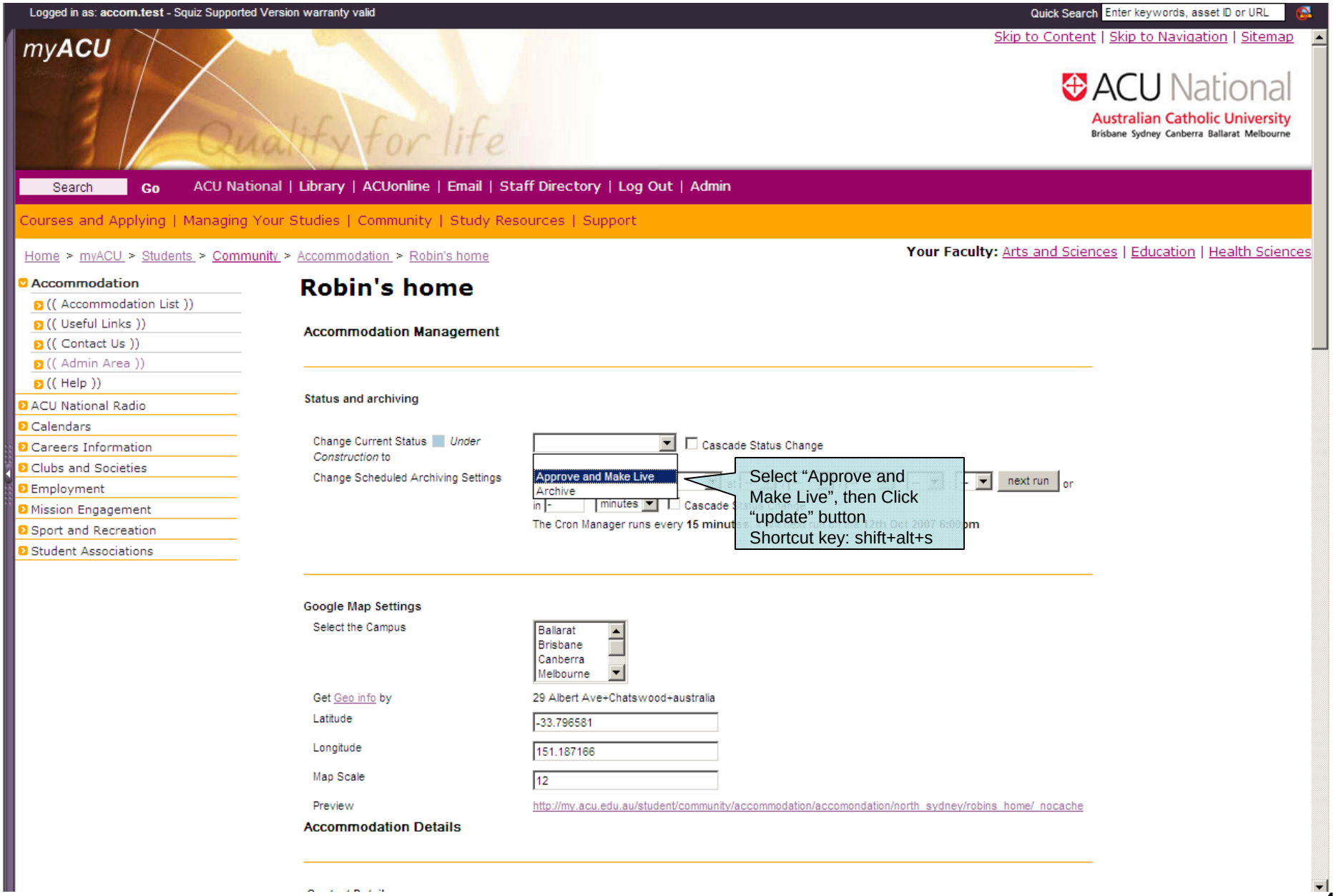
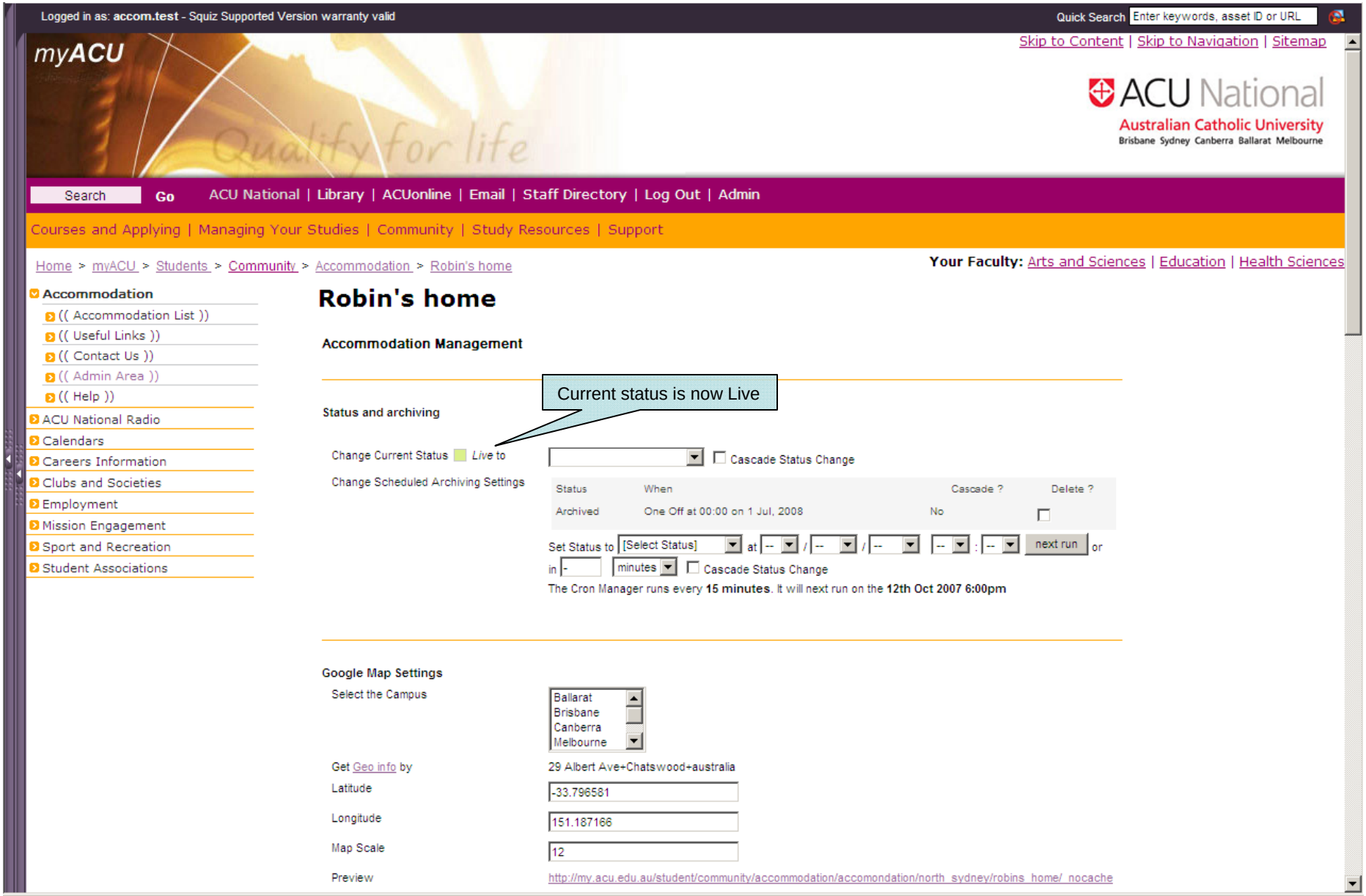
Accommodation Management
Status and archiving
Change Current Status Archived to
Cascade Status Change
Change Scheduled Archiving Settings
Place Under Construction
next run
or
in
minutes
Cascade
The Cron Manager runs every 15 minut
Select "Place Under Construction", then Click "update" button
Shortcut key: shift+alt+s
Google Map Settings
Select the Campus North Sydney
Get Geo info by 29 Albert Ave+Chatswood+australia
Latitude -33.796581
Longitude 151.187166
Map Scale 12
Preview http://my.acu.edu.au/student/community/accommodation/accomondation/north_sydney/robins_home/_nocache
Accommodation Details
Contact Details
*Accommondation Name Robin's home
*First Name Robin
*Surname Shi

How it works > Un-archive an archived accommodation



How it works > Un-archive an archived accommodation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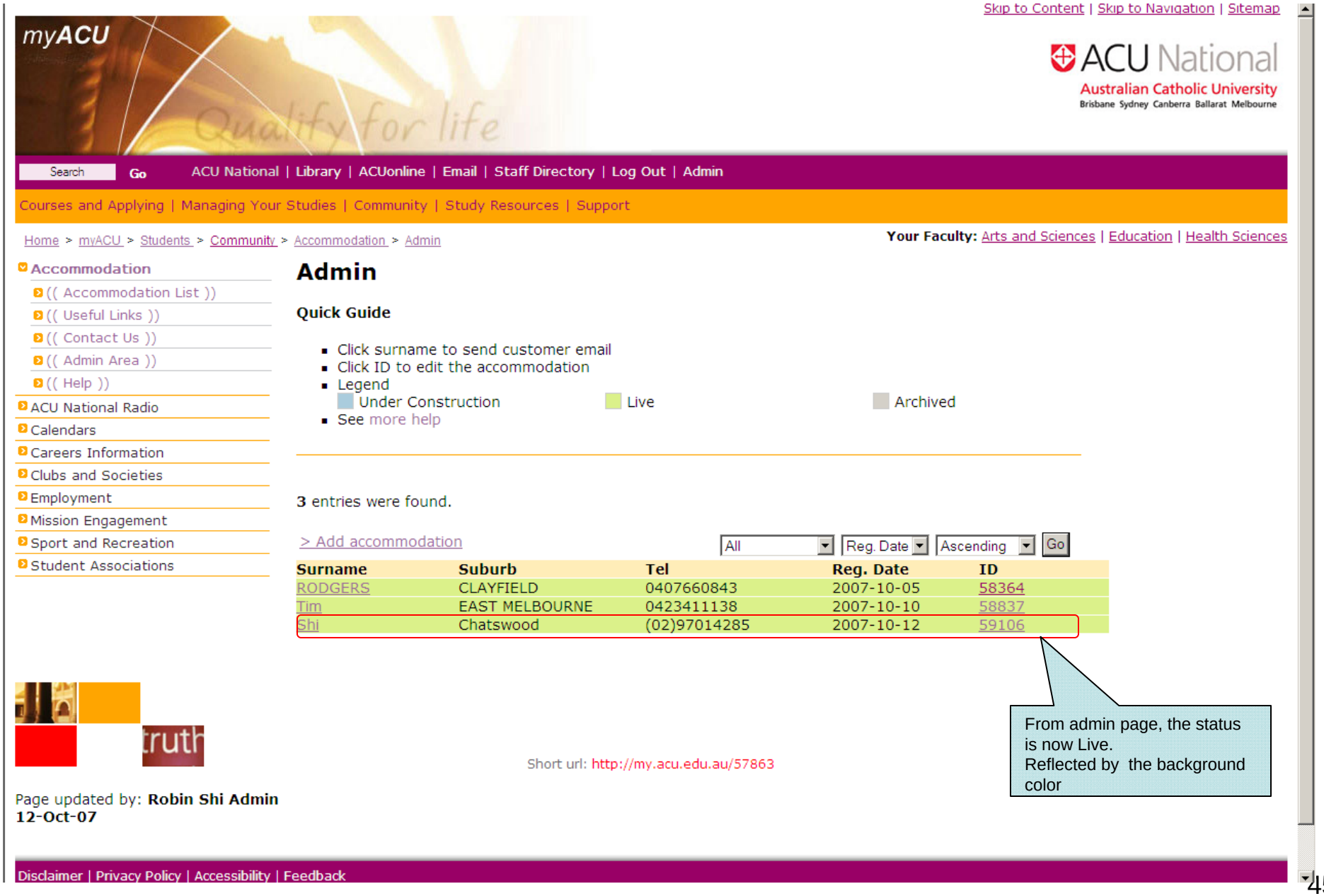
Accommodation Management
Current status is now Live
Status and archiving
Change Current Status Live to
Cascade Status Change
Change Scheduled Archiving Settings
Status When Cascade ? Delete ?
Archived One Off at 00:00 on 1 Jul, 2008 No
Set Status to [Select Status] at next run or
in minutes Cascade Status Change
The Cron Manager runs every 15 minutes. It will next run on the 12th Oct 2007 6:00pm
Google Map Settings
Select the Campus
Ballarat
Brisbane
Canberra
Melbourne
Get Geo info by
29 Albert Ave+Chatswood+australia
Latitude
-33.796581
Longitude
151.187166
Map Scale
12
Preview
http://my.acu.edu.au/student/community/accommodation/accomondation/north_sydney/robins_home/_nocache

How it works > Un-archive an archived accommodation



More help

❖**Map info doesn't show up correctly**

Every accommodation geographical information (latitude and longitude) is based on Google search. Most of time the geo information can be searched by the address which customer inputs.

If you fail to get the geo information, probably it's caused from address' spelling error. Please contact the landlord to confirm the street and suburb spelling and try again.

❖**Need to change campus category (not campus map information)**

The campus category allows the users to view only those accommodations in particular campus area by selecting a campus. It's fixed when the accommodation is registered and cannot be changed from the admin area. Please call web support for assistance in that case.

❖**Cannot update some information**

Rarely some information cannot be updated, it's caused by the system restriction. Please call web support for assistance in that case.

❖**Need to delete information permanently**

You can set the status to archived to remove the accommodation from the list viewed by visitors, but from admin list you still can see them. If you are sure the accommodation is no longer needed and would like to remove them permanently, Please call web support for assistance in that case.